Chapter 9 - Reports & Lists

Natural Log has several standard Reports that are accessible from the Natural Log main screen under **[Reports]**. All of these reports may be printed to paper, sent to an Adobe Acrobat PDF file [see section 11.05 if this manual], or exported a text file for importing into any other program [such as a spreadsheet].

Customizing Reports

The following settings for each report may be customized by the user:

- Title/SubTitle — See section 9.04
- Column Setting — See section 9.05
- Filter Settings — See sections 9.02 and 9.03
- Sort Settings — See section 9.02
- Page Settings — See section 9.06

Memorized Reports

You can save the customized report settings [described above] for future use by clicking **[Memorize]**. You can later recall them under the **[Reports] [Memorized Reports]** menu choice. See manual section 9.07.

Report Printing / Export

Reports initially appear on-screen but may be printed to any Windows-compatible printer using the **[Print]** button. Any report may be exported using the **[Report][Export Report Data]** menu choice on any report screen. NL8 can export to a normal text file or to delimited files that can be easily imported into other programs such as Excel. NL8 also includes a PDF output module [see section 11.05 of this manual] so any report can be "printed" to an Adobe Acrobat PDF file for easy transfer via e-mail.

View Underlying Report Data

On reports [except inventory reports] you can **[double-click]** on any data line on the report to view the underlying data that created that line on the report. If the report is a summary type report, a window will open with the details of the summary report line. Then you can **[double-click]** the detail data line you want to display. **Note**: The user must have appropriate permission to view the underlying data or it won't display!

Example1: On an Order Rates-Lowest Rate report, **[double-click]** on a data line to view that broadcast order.

Example2: On an Accounts Receivable Aging Summary report, if you click on any data line of the report, a window will open to display all transactions included in the line on the summary report. In that detail window you can double-click on any transaction to view that transaction.

Report Types

The following Reports are available in Natural Log. Click a report for a short description and information specific to that report. The reports are accessed under the **[Reports]** menu from the main NL screen.

Customers / Billing History Reports

- Customer List — See section 9.08
- Customer Mail-Labels — See section 9.08
- Customer Envelopes — See section 9.08
- Billing History-Monthly / Quarterly / Annual — See section 9.09
- Payment History-Monthly /Quarterly Annual — See section 9.09
- Agency List — See section 9.10
- Agency Account List — See section 9.10

Continued on next page.

Chapter 9 - Reports & Lists (cont)

Order Lists / Reports

- Order List - Summary / Detail — See section 9.11
- Order List - Sponsorships — See section 9.11
- Missing Copy Report — See section 9.11
- Order Rates — See section 9.12
- Bulk Contract Fulfillment — See section 9.13

Log Reports

- Log-Summary Report — See section 9.14
- Log-Detail Report — See section 9.14
- Log-Times Report — See section 9.14
- NonLog Charge-Summary Report — See section 9.14
- NonLog Charge-Detail Report — See section 9.14

Accounts Receivable Reports

- AR Aging-Summary Report — See section 9.15
- AR Aging-Detail Report — See section 9.15
- AR Reconciliation-Summary — See section 9.15
- AR Reconciliation-Detail Report — See section 9.15
- UnApplied PrePayments Report — See section 9.15

Transactions Reports

- Invoices-Summary Report — See section 9.16
- Invoices-Detail Report — See section 9.16
- Payments-Summary Report — See section 9.16
- Payments-Detail Report — See section 9.16
- Aged-Collections Report — See section 9.16
- Adjustments-Summary Report — See section 9.16
- Adjustments-Detail Report — See section 9.16
- Finance Charges-Summary Report — See section 9.16
- Finance Charges-Detail Report — See section 9.16
- TaxDue-Invoices — See section 9.17
- TaxDue-Payments — See section 9.17

Projection Reports

- Sales Projection-Summary Report — See section 9.18
- Sales Projection-Detail Report — See section 9.18
- Sales Projection-Comparative — See section 9.18

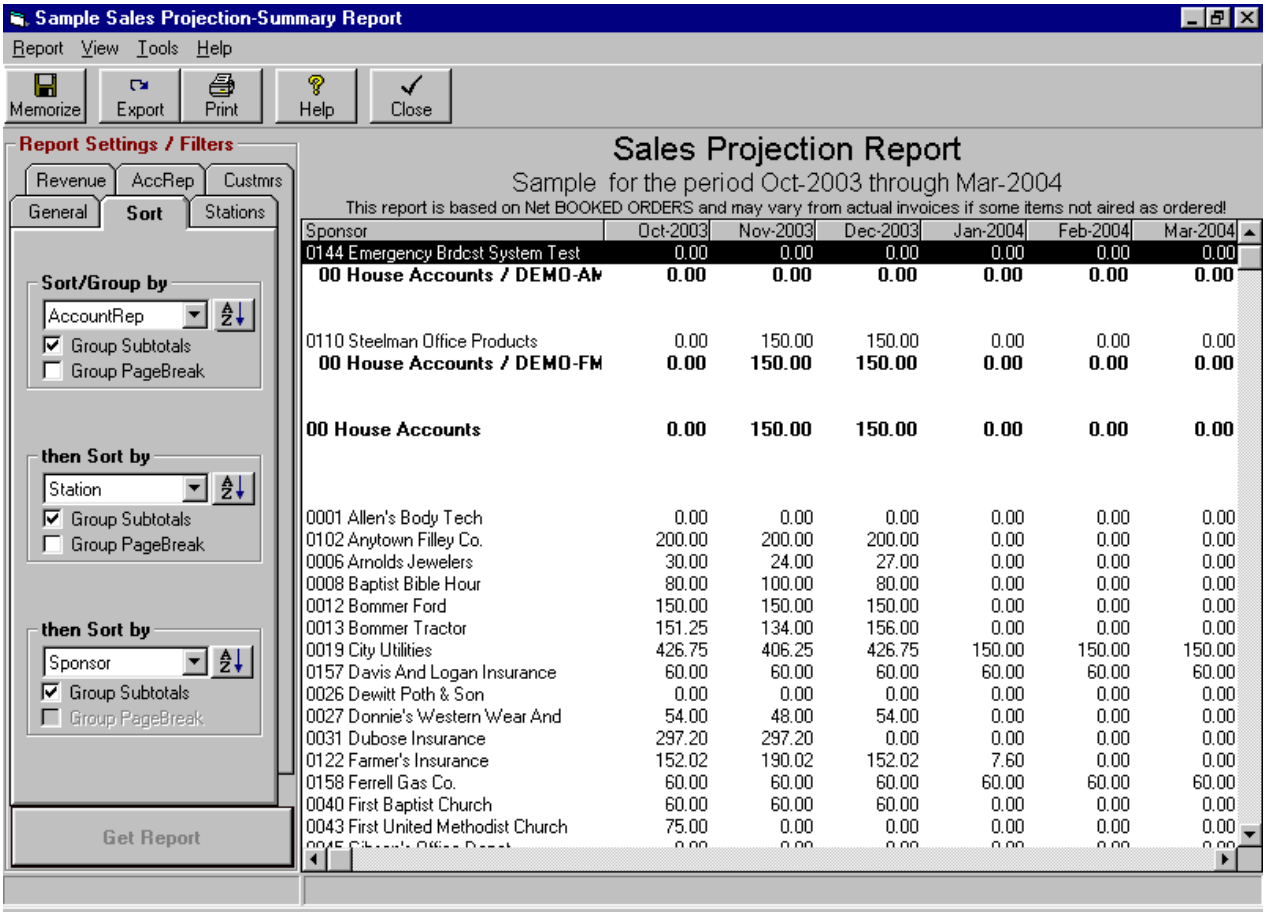
Inventory Reports

- Inventory-Sold Report — See section 9.19
- Inventory-Unsold Report — See section 9.19
- Inventory-Total Avails Report — See section 9.19
- Inventory-Sold VS Unsold Report — See section 9.19
- Inventory-Sold VS UnTotal Report — See section 9.19
- Inventory-Avg Rate Report — See section 9.19
- Inventory-Total Cost Report — See section 9.19

9.01 Sorting and Grouping Reports

From the NL main menu, open any report under **[Reports]** and you can click on the **Sort** tab to change the sorting and grouping options for that report.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format


Sample Sales Projection-Summary Report
Report View Tools Help
Memorize
Export
Print
Help
Close
Report Settings / Filters
Revenue
AccRep
Custmrs
General
Sort
Stations
Sort/Group by
AccountRep
Group Subtotals
Group PageBreak
then Sort by
Station
Group Subtotals
Group PageBreak
then Sort by
Sponsor
Group Subtotals
Group PageBreak
Get Report
Sales Projection Report
Sample for the period Oct-2003 through Mar-2004
This report is based on Net BOOKED ORDERS and may vary from actual invoices if some items not aired as ordered!
Sponsor Oct-2003 Nov-2003 Dec-2003 Jan-2004 Feb-2004 Mar-2004
0144 Emergency Brdcst System Test 0.00 0.00 0.00 0.00 0.00 0.00
00 House Accounts / DEMO-AM 0.00 0.00 0.00 0.00 0.00 0.00
0110 Steelman Office Products 0.00 150.00 150.00 0.00 0.00 0.00
00 House Accounts / DEMO-FM 0.00 150.00 150.00 0.00 0.00 0.00
00 House Accounts 0.00 150.00 150.00 0.00 0.00 0.00
0001 Allen's Body Tech 0.00 0.00 0.00 0.00 0.00 0.00
0102 Anytown Filley Co. 200.00 200.00 200.00 0.00 0.00 0.00
0006 Arnolds Jewelers 30.00 24.00 27.00 0.00 0.00 0.00
0008 Baptist Bible Hour 80.00 100.00 80.00 0.00 0.00 0.00
0012 Bommer Ford 150.00 150.00 150.00 0.00 0.00 0.00
0013 Bommer Tractor 151.25 134.00 156.00 0.00 0.00 0.00
0019 City Utilities 426.75 406.25 426.75 150.00 150.00 150.00
0157 Davis And Logan Insurance 60.00 60.00 60.00 60.00 60.00 60.00
0026 Dewitt Poth & Son 0.00 0.00 0.00 0.00 0.00 0.00
0027 Donnie's Western Wear And 54.00 48.00 54.00 0.00 0.00 0.00
0031 Dubose Insurance 297.20 297.20 0.00 0.00 0.00 0.00
0122 Farmer's Insurance 152.02 190.02 152.02 7.60 0.00 0.00
0158 Ferrell Gas Co. 60.00 60.00 60.00 60.00 60.00 60.00
0040 First Baptist Church 60.00 60.00 60.00 0.00 0.00 0.00
0043 First United Methodist Church 75.00 0.00 0.00 0.00 0.00 0.00

Sort/Group By

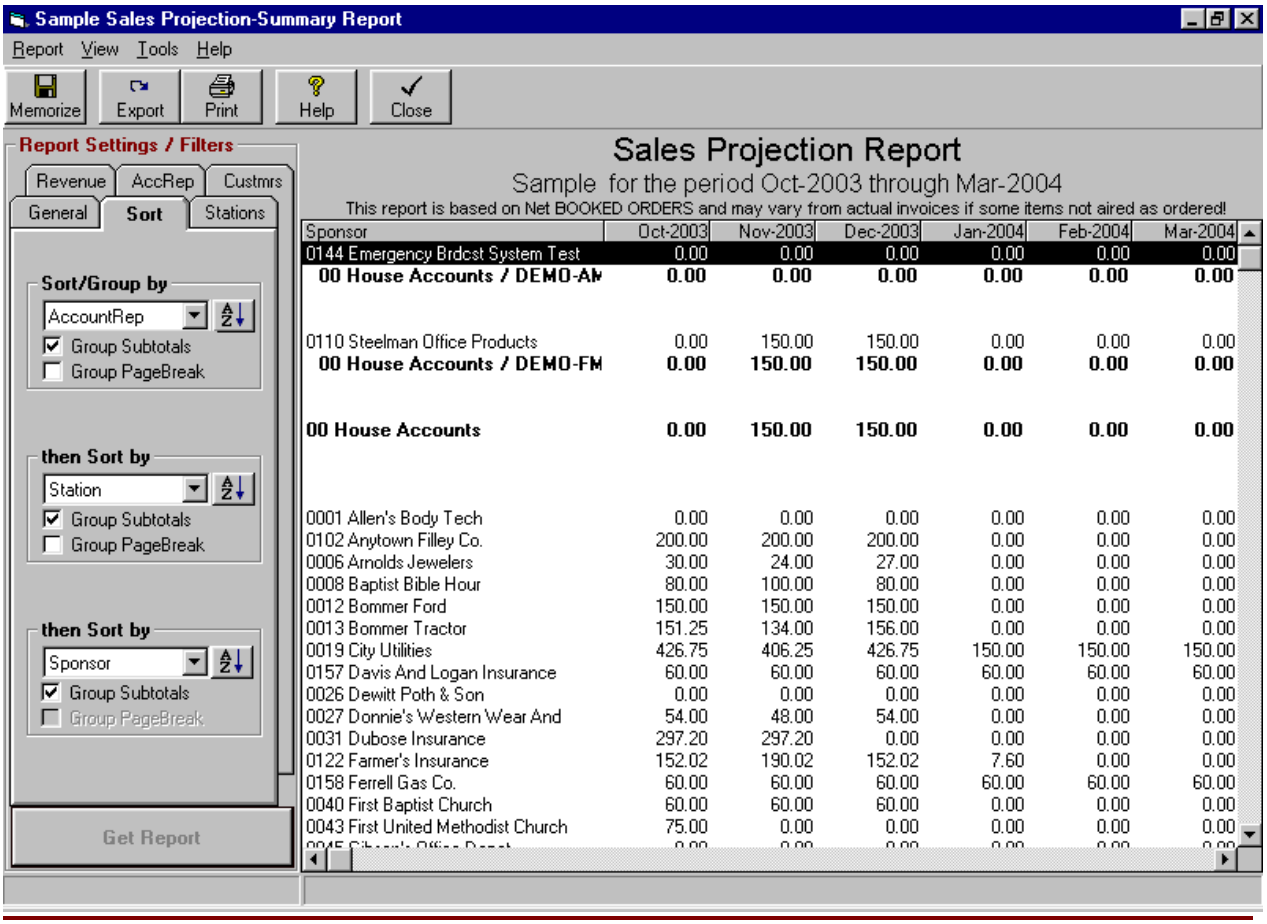
Use the first Sort dropdown box to select the data column to be used as the primary sort column for the list. Any items with matching entries in the primary sort data column are then sorted by the column selected in the second Sort dropdown box. Any items with matching entries in the primary and secondary sort data columns are then sorted by the column selected in the third sort dropdown box.

Ascending or Descending

The buttons to right of the Sort boxes allow you to sort in Ascending or Descending order.

Continued on next page.

9.01 Sorting and Grouping Reports (cont)


Sample Sales Projection-Summary Report
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Sort/Group by
AccountRep
Group Subtotals
Group PageBreak
then Sort by
Station
Group Subtotals
Group PageBreak
then Sort by
Sponsor
Group Subtotals
Group PageBreak
Get Report
Sales Projection Report
Sample for the period Oct-2003 through Mar-2004
This report is based on Net BOOKED ORDERS and may vary from actual invoices if some items not aired as ordered!
Sponsor | Oct-2003 | Nov-2003 | Dec-2003 | Jan-2004 | Feb-2004 | Mar-2004
0144 Emergency Brdcst System Test 0.00 0.00 0.00 0.00 0.00 0.00
00 House Accounts / DEMO-AM 0.00 0.00 0.00 0.00 0.00 0.00
0110 Steelman Office Products 0.00 150.00 150.00 0.00 0.00 0.00
00 House Accounts / DEMO-FM 0.00 150.00 150.00 0.00 0.00 0.00
00 House Accounts 0.00 150.00 150.00 0.00 0.00 0.00
0001 Allen's Body Tech 0.00 0.00 0.00 0.00 0.00 0.00
0102 Anytown Filley Co. 200.00 200.00 200.00 0.00 0.00 0.00
0006 Arnolds Jewelers 30.00 24.00 27.00 0.00 0.00 0.00
0008 Baptist Bible Hour 80.00 100.00 80.00 0.00 0.00 0.00
0012 Bommer Ford 150.00 150.00 150.00 0.00 0.00 0.00
0013 Bommer Tractor 151.25 134.00 156.00 0.00 0.00 0.00
0019 City Utilities 426.75 406.25 426.75 150.00 150.00 150.00
0157 Davis And Logan Insurance 60.00 60.00 60.00 60.00 60.00 60.00
0026 Dewitt Poth & Son 0.00 0.00 0.00 0.00 0.00 0.00
0027 Donnie's Western Wear And 54.00 48.00 54.00 0.00 0.00 0.00
0031 Dubose Insurance 297.20 297.20 0.00 0.00 0.00 0.00
0122 Farmer's Insurance 152.02 190.02 152.02 7.60 0.00 0.00
0158 Ferrell Gas Co. 60.00 60.00 60.00 60.00 60.00 60.00
0040 First Baptist Church 60.00 60.00 60.00 0.00 0.00 0.00
0043 First United Methodist Church 75.00 0.00 0.00 0.00 0.00 0.00

Group Subtotals

If checked the report will include subtotals for every group of items with the same "sort" value.

Example:
If you check **Group Subtotals,** every time the Account Rep changes in the report, a subtotal line will be printed.

Group PageBreak

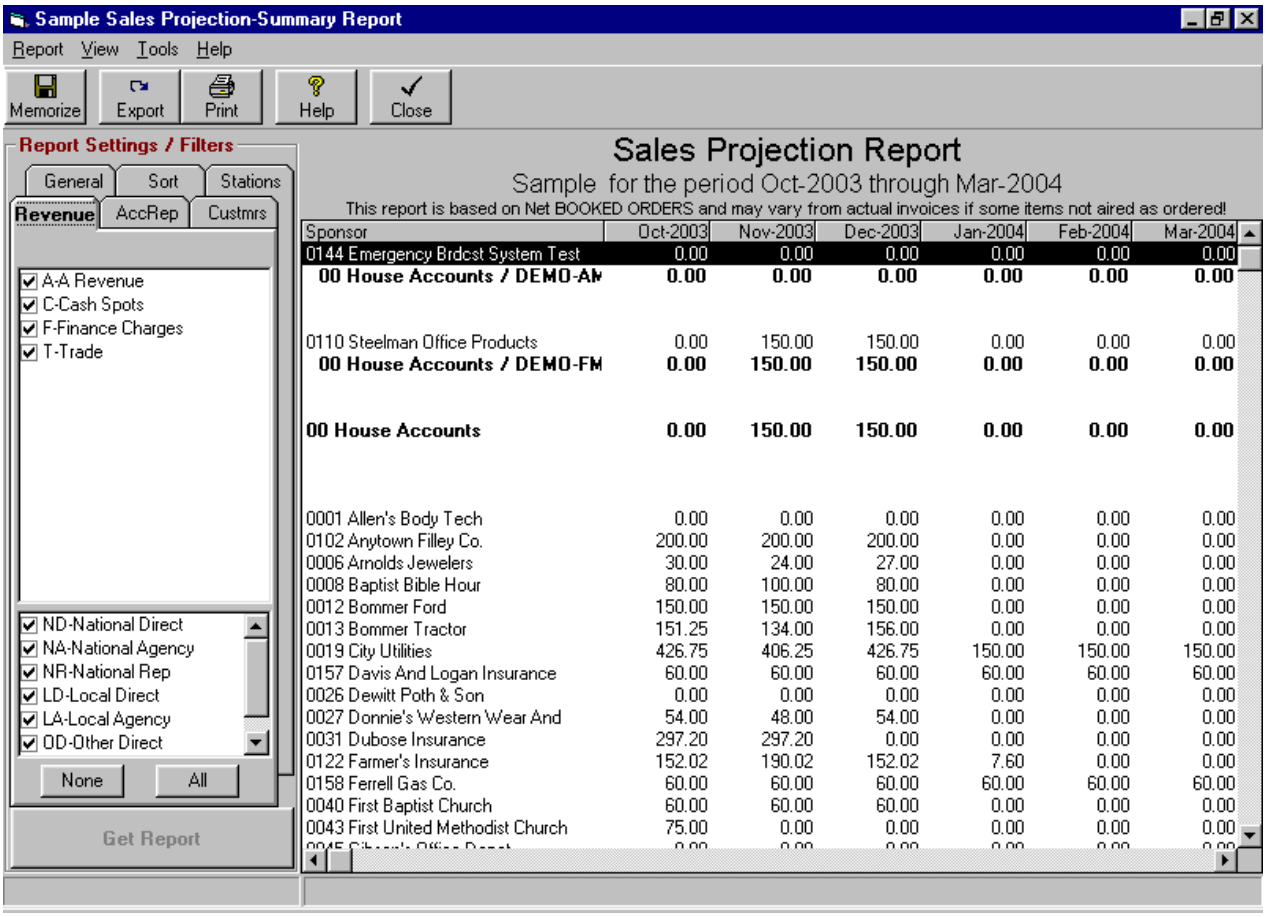
If checked the report will send a fomrfeed to the printer after the subtotal line for every group of items with the same "sort" value.

Example:
If you check **Group PageBreak,** every time the Account Rep changes in the report, a subtotal line will be printed and a new page will be started.

9.02 Basic Report Filtering

From the NL main menu, open any report under **[Reports]** and you can click on the following tabs to do basic report filtering. On any tab you can quickly select and un-select many items at once using the **[None]** and **[All]** buttons.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format


Sample Sales Projection-Summary Report
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
General Sort Stations
Revenue AccRep Custmrs
A-A Revenue
C-Cash Spots
F-Finance Charges
T-Trade
ND-National Direct
NA-National Agency
NR-National Rep
LD-Local Direct
LA-Local Agency
OD-Other Direct
None All
Get Report
Sales Projection Report
Sample for the period Oct-2003 through Mar-2004
This report is based on Net BOOKED ORDERS and may vary from actual invoices if some items not aired as ordered!
Sponsor Oct-2003 Nov-2003 Dec-2003 Jan-2004 Feb-2004 Mar-2004
0144 Emergency Brdcst System Test 0.00 0.00 0.00 0.00 0.00 0.00
00 House Accounts / DEMO-AM 0.00 0.00 0.00 0.00 0.00 0.00
0110 Steelman Office Products 0.00 150.00 150.00 0.00 0.00 0.00
00 House Accounts / DEMO-FM 0.00 150.00 150.00 0.00 0.00 0.00
00 House Accounts 0.00 150.00 150.00 0.00 0.00 0.00
0001 Allen's Body Tech 0.00 0.00 0.00 0.00 0.00 0.00
0102 Anytown Filley Co. 200.00 200.00 200.00 0.00 0.00 0.00
0006 Arnolds Jewelers 30.00 24.00 27.00 0.00 0.00 0.00
0008 Baptist Bible Hour 80.00 100.00 80.00 0.00 0.00 0.00
0012 Bommer Ford 150.00 150.00 150.00 0.00 0.00 0.00
0013 Bommer Tractor 151.25 134.00 156.00 0.00 0.00 0.00
0019 City Utilities 426.75 406.25 426.75 150.00 150.00 150.00
0157 Davis And Logan Insurance 60.00 60.00 60.00 60.00 60.00 60.00
0026 Dewitt Poth & Son 0.00 0.00 0.00 0.00 0.00 0.00
0027 Donnie's Western Wear And 54.00 48.00 54.00 0.00 0.00 0.00
0031 Dubose Insurance 297.20 297.20 0.00 0.00 0.00 0.00
0122 Farmer's Insurance 152.02 190.02 152.02 7.60 0.00 0.00
0158 Ferrell Gas Co. 60.00 60.00 60.00 60.00 60.00 60.00
0040 First Baptist Church 60.00 60.00 60.00 0.00 0.00 0.00
0043 First United Methodist Church 75.00 0.00 0.00 0.00 0.00 0.00

- q **Stations** Put a check next to the Station(s) to be included
- q **Revenue** Put a check next to the Revenue Type(s) to be included
- q **AcctRep** Put a check next to the Account Rep(s) to be included
- q **Custmr** Put a check next to the Customer(s) to be included

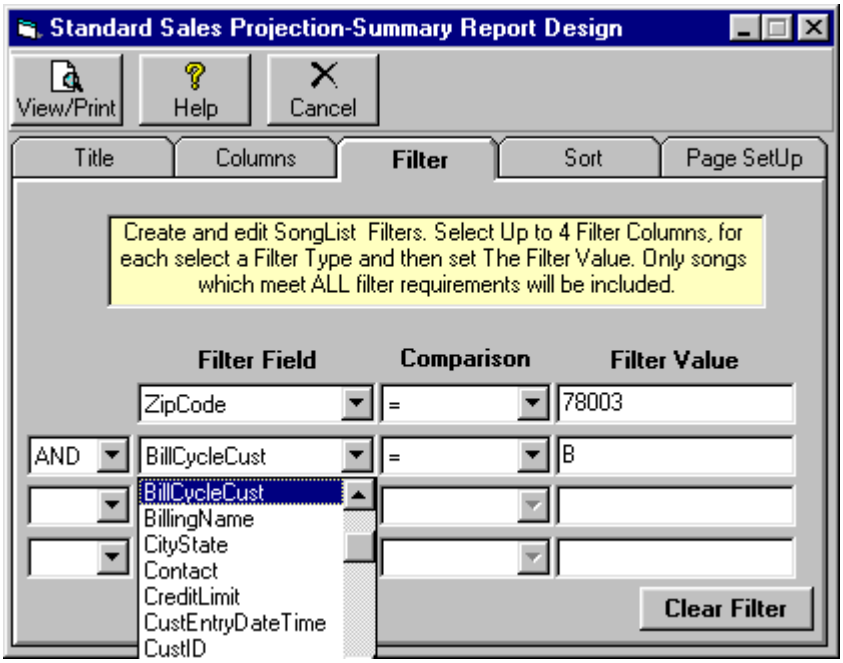
You can use any combination of the checks on multiple tabs to create a complex array of filtering options for any given report. For very complex filters for which these check boxes are insufficient, you need to use advanced report filtering.

9.03 Advanced Report Filtering

This section of Natural Log allows you to filter reports in very complex ways beyond the Basic Filtering describe in the previous section of this manual. **Most users will not need this advanced filtering**.

Design Screen

To set the Report advanced filtering (also see basic report filtering) and any filtering on a Browse screen, you first need to display the Design screen by selecting **[Report] [Customize Report Format] [Advance Filtering]** on any report screen. After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format

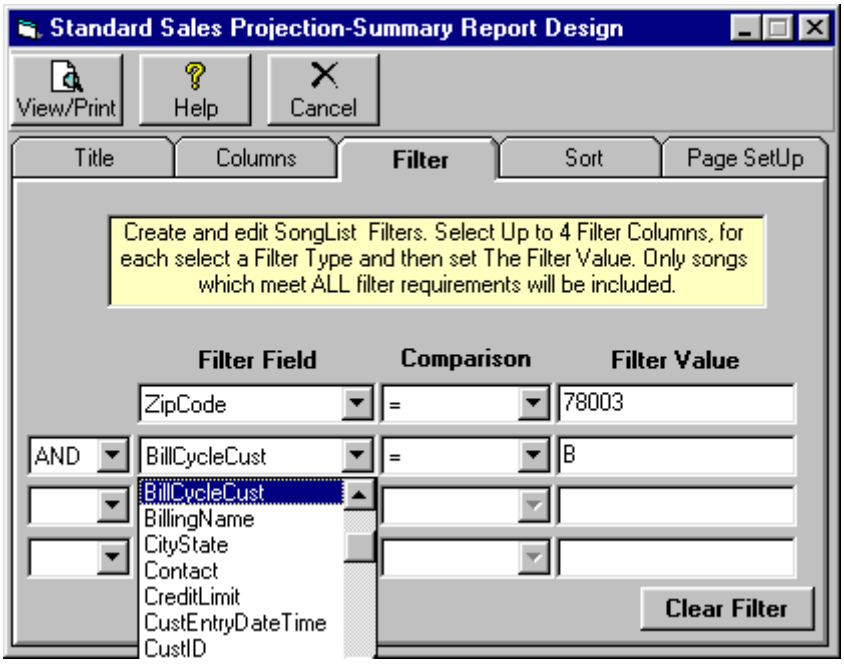


Filter Field

Use this dropdown box to select the data field to be filtered.

Continued on next page.

9.03 Advanced Report Filtering (cont)



Comparison

Use the comparison dropdown box to select the field to be filtered:

- Most of the comparison operators are common arithmetic operators like = for equal, > for greater than and < for less than. <> means not equal to.
- IN means that the filtered field must be INCLUDED in the list you print in the Filter Value box for the item to be included in the list. **Example**: You set up a filter of AccountRep IN 1,2,5. This would list all items for AccountReps 1,2 and 5 only. Be sure to include commas between the values in the Filter Value box if you use the IN comparison.
- NOT IN means items would be included only if their filter field is NOT IN the Filter Value box. See Above.
- LIKE means the filtered field must be 'like' the Filter Value. **Example**: If you select Sponsor LIKE Wal* you will get a list including all items for Sponsors starting with Wal followed by any other characters (e.g. WallyMart, Walls R Us, Walts' Place, etc.) . Be sure to put the * at the end of the Filter Value.
- BETWEEN means the data field must be like the between 2 values in the Filter value box. Be sure to put AND between the values in the Filter Value Box. Example: If you select Sponsor BETWEEN A AND C you will get a list including all items with Sponsor names starting with the letters A,B, or C.

Filter Text

This text box is where you enter the value for the filtering.

AND or OR

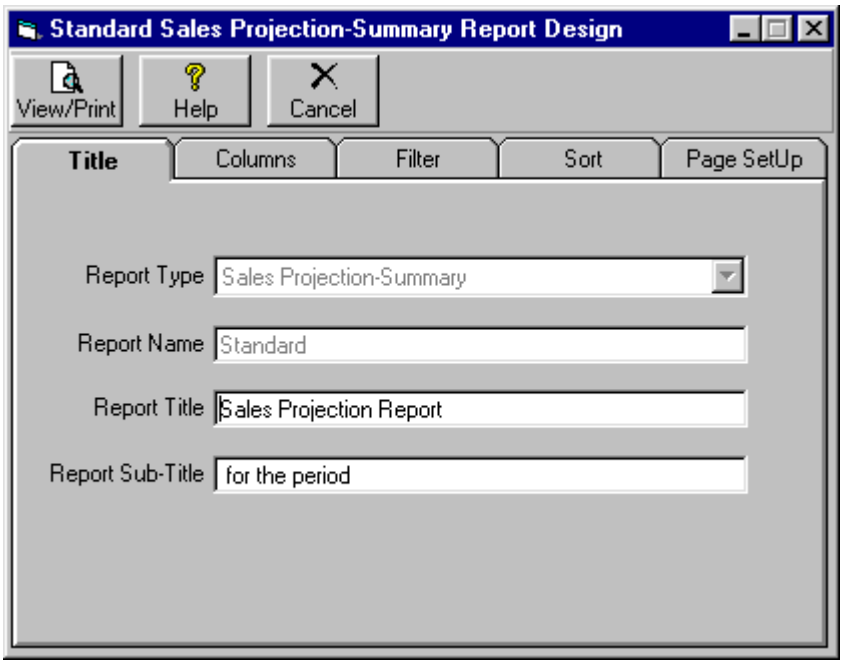
Only if you want to add another filter restriction, click the **[AND]** or **[OR]** selection on the next line and repeat the above entries for the second filter line. Continue for as many filter lines as you need.

9.04 Report Title and SubTitle Setup

Design Screen

To set the Title and SubTitle to be printed, you first need to display the Design screen by selecting **[Report] [Customize Report Format]** on any report screen.

After making changes, click the **[Get Report]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format



Report Name

For customized Reports, this is the unique name by which you may recall a customized report design.

Report Title

This is the main title heading to be printed at the top of the printed page in large print.

Report SubTitle

This is a sub heading to be printed as the second line of the page header in medium print.

See Saving customized report formats.
See Restore default report format

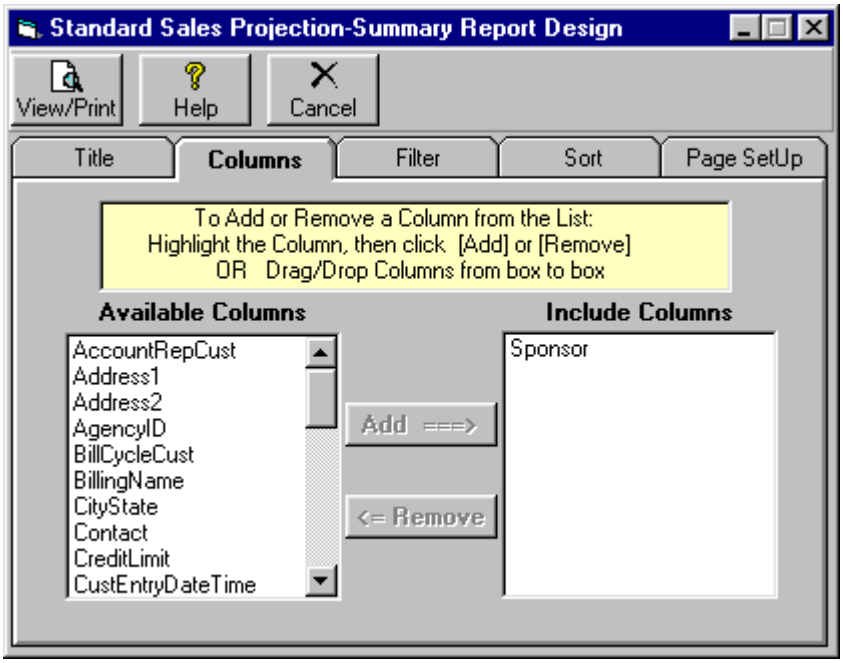
9.05 Report Column Selection

Design Screen

To set the columns to be included in a Browser screen or a Report, you first need to display the Design screen selecting **[Report] [Customize Report Format]** on any report screen, the **[Browser Settings]** button on any Browser screen, or the **[Log Editor Settings]** on the Log Editor screen.

> **Only certain columns can be removed from a report. Numeric columns that are an integral part of the report may not be removed.**

After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats. Also see Restore default report format



Selecting Columns

You will see 2 boxes on the column selection screen.

- One is **Available Columns** and the other is **Included Columns**.
- You may drag and drop the columns back and forth between these boxes to either include or exclude a column from the report or Browser list.

Setting Column Widths

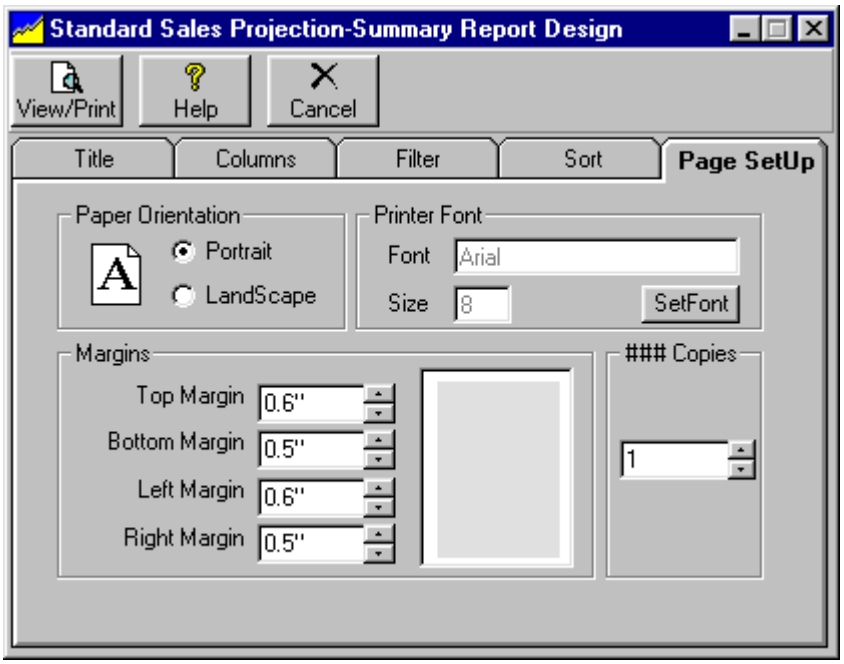
When you preview a report or a Log printout, or on a Browser screen, you may drag the column separators left or right to adjust the column widths. Natural Log will remember the most recent column settings for each report and the Browser screen.

9.06 Report Printer Page Setup

Design Screen

To set the page layout, you first need to display the Design screen, you first need to display the Design screen by selecting **[Report] [Customize Report Format]** on any report screen, the **[Browser Settings]** button on any Browser screen, or the **[Print] [LogPage Setup]** on the Log Editor screen.

After making changes, click the **[View/Print]** button to refresh the report. You do not need to "save" the report settings changes unless you want to save them for future use with this report format. See Saving customized report formats.



Orientation

If your printer permits, you may select Portrait or Landscape paper orientation. Landscape will rotate the paper 90 degrees and allow more width for printing data on each line.

Font & FontSize

You may select any font that has been installed for your printer. You may select any available font size for the printout. **WARNING** Font sizes above 12 are not recommended because larger font sizes allow very little information to be printed in columns.

Margins

You may select the desired margins (in inches) for top, bottom, left, and right.

Copies

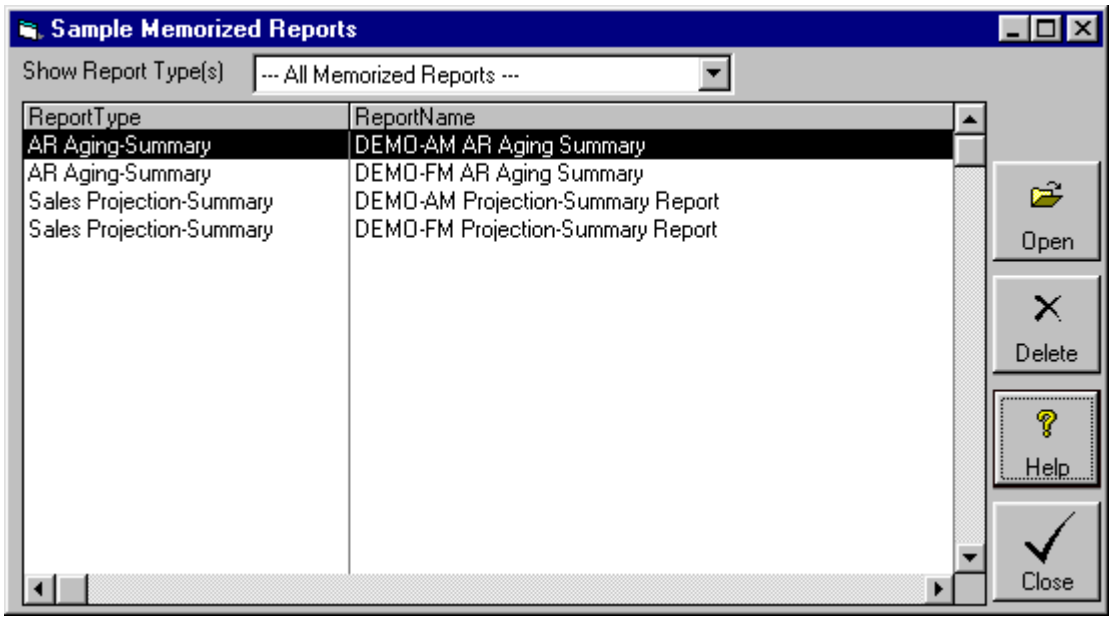
When NL8 displays the printer selection screen when you print this report, this is the number that will appear in the "Number of Copies" box on the print selection screen.

9.07 Saving Customized Report Settings

Saving Report Format Settings

On any Report screen, if you make changes to the report settings such as sorting and grouping, columns, title, or filtering you can save the changes to the report format for future use by clicking **[Report] [Memorize Report Format]**

You can then instantly recall that modified report format from the **Report Name** dropdown box when that report type screen is displayed or from the **[Reports][Memorized Reports]** selection from the main menu.



Restoring Default Report Format Settings

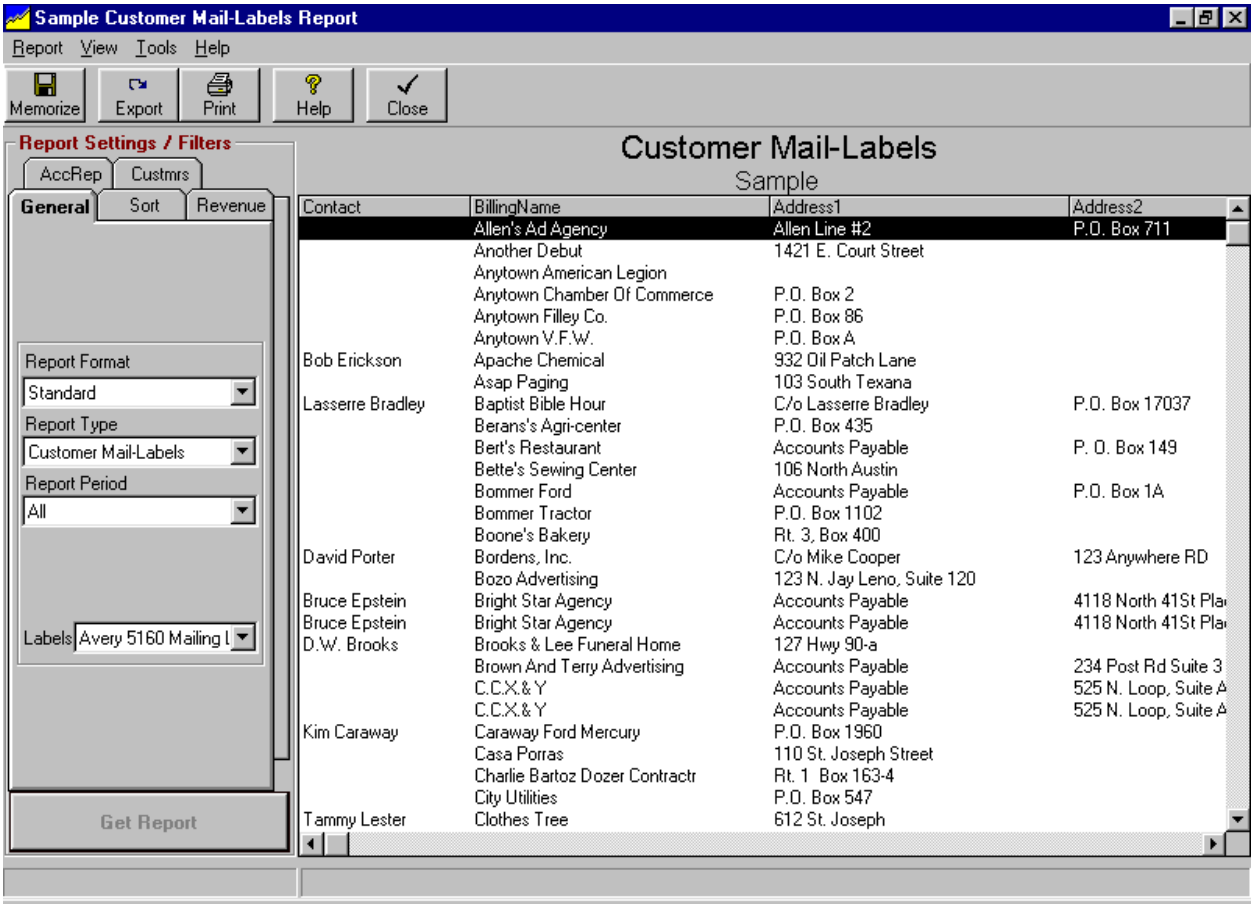
On any Report screen, if you make changes to the report settings such as sorting and grouping, columns, title, or filtering. If you want to restore the default report format for that report click **[Report][Restore Default Format]**

9.08 Report Type - Customer List / Mailing Labels / Envelopes / Mail-Merge

Report Description

This report prints a list of customers. From this same report screen you may also print **Customer Mailing Labels** and **Customer Envelopes** as well as export a "**Mail Merge**" file for MS Word documents. To get to these reports, from the main NL menu, select **[Reports] [Customer Reports].**

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].


Sample Customer Mail-Labels Report
Report View Tools Help
Memorize
Export
Print
Help
Close
Report Settings / Filters
AccRep
Custmrs
General
Sort
Revenue
Report Format
Standard
Report Type
Customer Mail-Labels
Report Period
All
Labels
Avery 5160 Mailing L
Get Report
Customer Mail-Labels
Sample
Contact | BillingName | Address1 | Address2
Allen's Ad Agency | Allen Line #2 | P.O. Box 711
Another Debut | 1421 E. Court Street
Anytown American Legion
Anytown Chamber Of Commerce | P.O. Box 2
Anytown Filley Co. | P.O. Box 86
Anytown V.F.W. | P.O. Box A
Bob Erickson | Apache Chemical | 932 Oil Patch Lane
Asap Paging | 103 South Texana
Lasserre Bradley | Baptist Bible Hour | C/o Lasserre Bradley | P.O. Box 17037
Berans's Agri-center | P.O. Box 435
Bert's Restaurant | Accounts Payable | P. O. Box 149
Bette's Sewing Center | 106 North Austin
Bommer Ford | Accounts Payable | P.O. Box 1A
Bommer Tractor | P.O. Box 1102
Boone's Bakery | Rt. 3, Box 400
David Porter | Bordens, Inc. | C/o Mike Cooper | 123 Anywhere RD
Bozo Advertising | 123 N. Jay Leno, Suite 120
Bruce Epstein | Bright Star Agency | Accounts Payable | 4118 North 41St Pla
Bruce Epstein | Bright Star Agency | Accounts Payable | 4118 North 41St Pla
D.W. Brooks | Brooks & Lee Funeral Home | 127 Hwy 90-a
Brown And Terry Advertising | Accounts Payable | 234 Post Rd Suite 3
C.C.X.& Y | Accounts Payable | 525 N. Loop, Suite A
C.C.X.& Y | Accounts Payable | 525 N. Loop, Suite A
Kim Caraway | Caraway Ford Mercury | P.O. Box 1960
Casa Porras | 110 St. Joseph Street
Charlie Bartoz Dozer Contractr | Rt. 1 Box 163-4
City Utilities | P.O. Box 547
Tammy Lester | Clothes Tree | 612 St. Joseph

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

9.08 Report Type - Customer List / Mailing Labels / Envelopes / Mail-Merge (cont)

General Tab - Report Type

The Customer List report screen has 3 types of reports:

- **Customer List-Summary**
- **Customer Mail Labels**
- **Customer Mail-Merge** [creates tab-delimited Mail-Merge data file for MS Word documents**]**
- **Customer Envelopes**

General Tab - Report Period

The Customer List / Mailing Labels / Envelopes report screen has 3 types of report periods:

- **All -** Include all customers whether they have or have not had activity
- **Active Since -** Include only customers that have been active since the date you specify in the date boxes displayed when you select this report period.
- **Not Active Since -** Include only customers that have not have been active since the date you specify in the date boxes displayed when you select this report period.

Note: For purposes of this report, "active date" is defined as the LATER of:
1. The last date a transaction was posted to the account
   or
2. The end date of the latest-running broadcast order on the account.

General Tab - Labels

**Only applies if Customer Mailing Labels report is selected. This allows you to select the label type you want to print. Supported label types are:

- **Avery 5160 mailing labels** 8.5 x 11 sheets 10 rows x 3 columns
- **Avery 5161 mailing labels** 8.5 x 11 sheets 10 rows x 2 columns
- **Avery 5162 mailing labels** 8.5 x 11 sheets 7 rows x 2 columns.

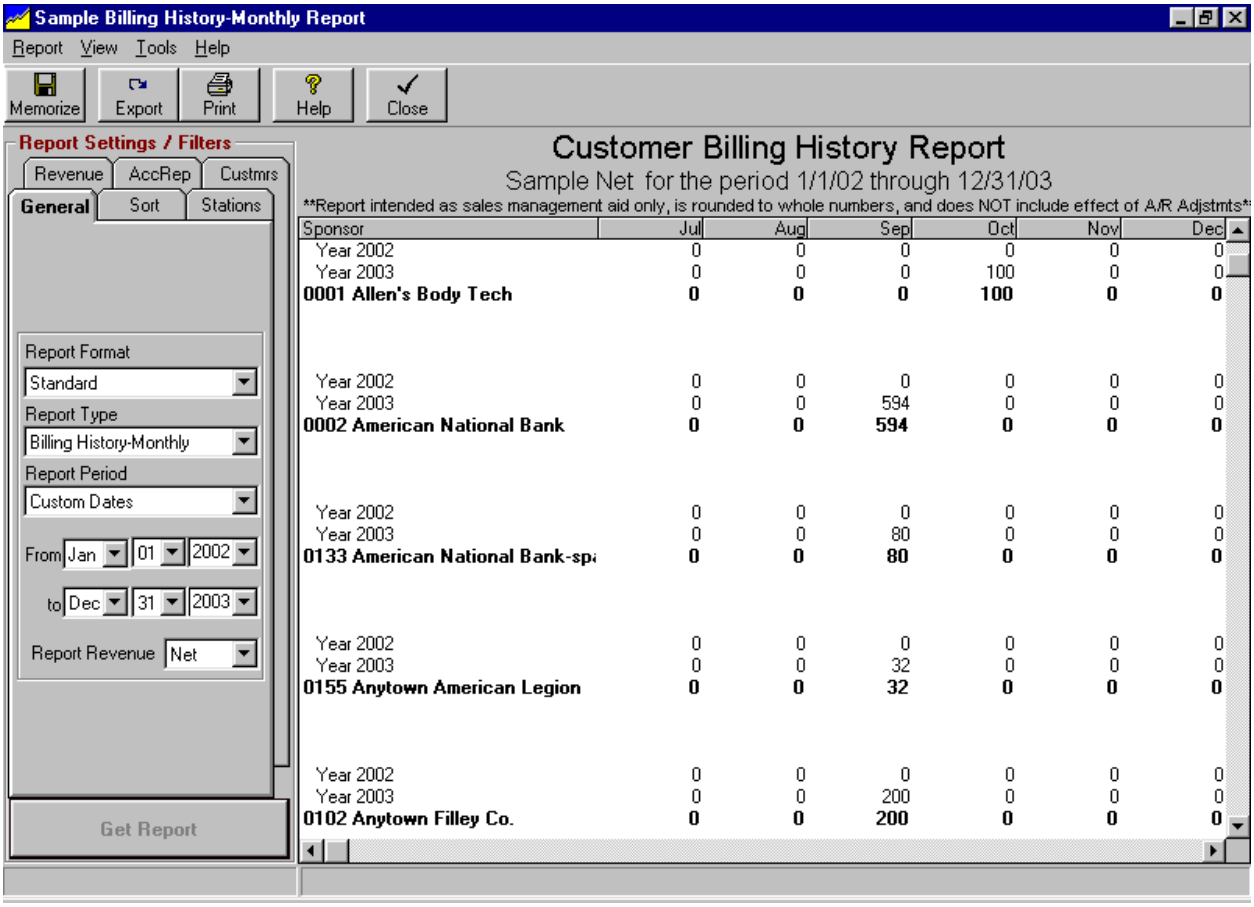
Most office supplies carry these or a type of label compatible with these.

9.09 Report Type - Customer Billing / Payment History

Report Description

This report prints customer payment or billing history by month, quarter or annually. It can go back as far as you save data in NL8 (usually data is saved for 5 years). To get to these reports, from the main NL menu, select **[Reports][Customer Reports].**

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].


Sample Billing History-Monthly Report
Report View Tools Help
Memorize
Export
Print
Help
Close
Report Settings / Filters
Revenue
AccRep
Custmrs
General
Sort
Stations
Report Format
Standard
Report Type
Billing History-Monthly
Report Period
Custom Dates
From Jan 01 2002
to Dec 31 2003
Report Revenue Net
Get Report
Customer Billing History Report
Sample Net for the period 1/1/02 through 12/31/03
Report intended as sales management aid only, is rounded to whole numbers, and does NOT include effect of A/R Adjstmts
Sponsor Jul Aug Sep Oct Nov Dec
Year 2002 0 0 0 0 0 0
Year 2003 0 0 0 100 0 0
0001 Allen's Body Tech 0 0 0 100 0 0
Year 2002 0 0 0 0 0 0
Year 2003 0 0 594 0 0 0
0002 American National Bank 0 0 594 0 0 0
Year 2002 0 0 0 0 0 0
Year 2003 0 0 80 0 0 0
0133 American National Bank-spa 0 0 80 0 0 0
Year 2002 0 0 0 0 0 0
Year 2003 0 0 32 0 0 0
0155 Anytown American Legion 0 0 32 0 0 0
Year 2002 0 0 0 0 0 0
Year 2003 0 0 200 0 0 0
0102 Anytown Filley Co. 0 0 200 0 0 0

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

Continued on next page

9.09 Report Type - Customer Billing / Payment History (cont)

General Tab - Report Type

The Customer History report screen has 6 types of reports:

- **Billing History-Monthly**
- **Billing History-Quarterly**
- **Billing History-Annually**
- **Payment History-Monthly**
- **Payment History-Quarterly**
- **Payment History-Annually**

General Tab - Report Period

The Customer History report screen has these report periods:

- **Custom Dates** You can use the dropdown date boxes to select the date range for the report
- **This Year, Last Year** Includes only the current or previous year (based on the date in your computer)
- **Last 2 Years, Last 3 Years, Last 4 Years, Last 5 Years** Includes the selected number of years. On quarterly and monthly reports each year will be on one row and the month or quarter will be columns.

General Tab - Report Revenue

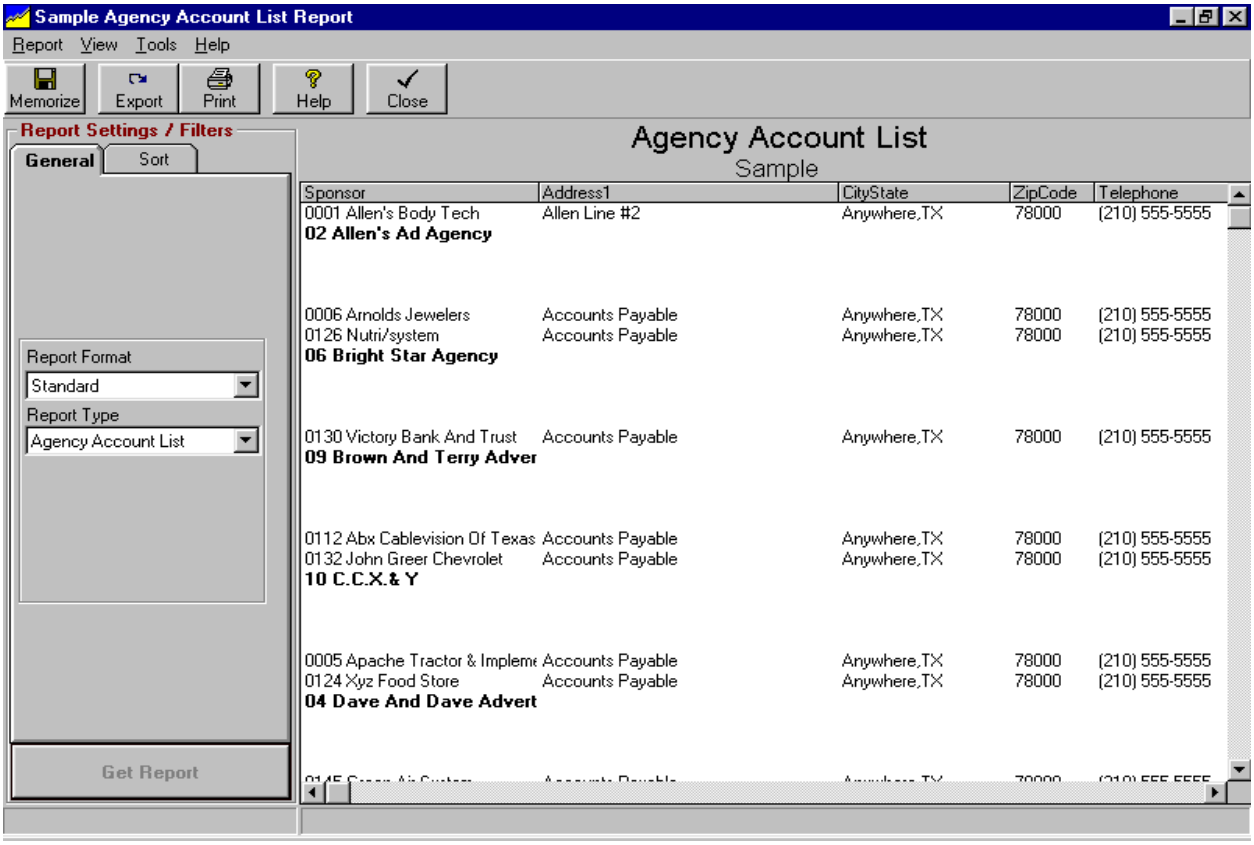
You can select to report on **gross** [before agency commission] or **net** [after agency commission] figures. Either way, tax is not included in the figures. All numbers are rounded to the nearest whole currency value [whole dollars in US].

9.10 Report Type - Agency List / Agency Account List

Report Description

The **Agency List** report prints a list of agencies. The **Agency Account List** report prints a list of the NL customer accounts belonging to each agency.To get to these reports, from the main NL menu, select **[Reports][Customer Reports][Agencies].**

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

General Tab - Report Type

The Agency report screen has 2 types of reports:

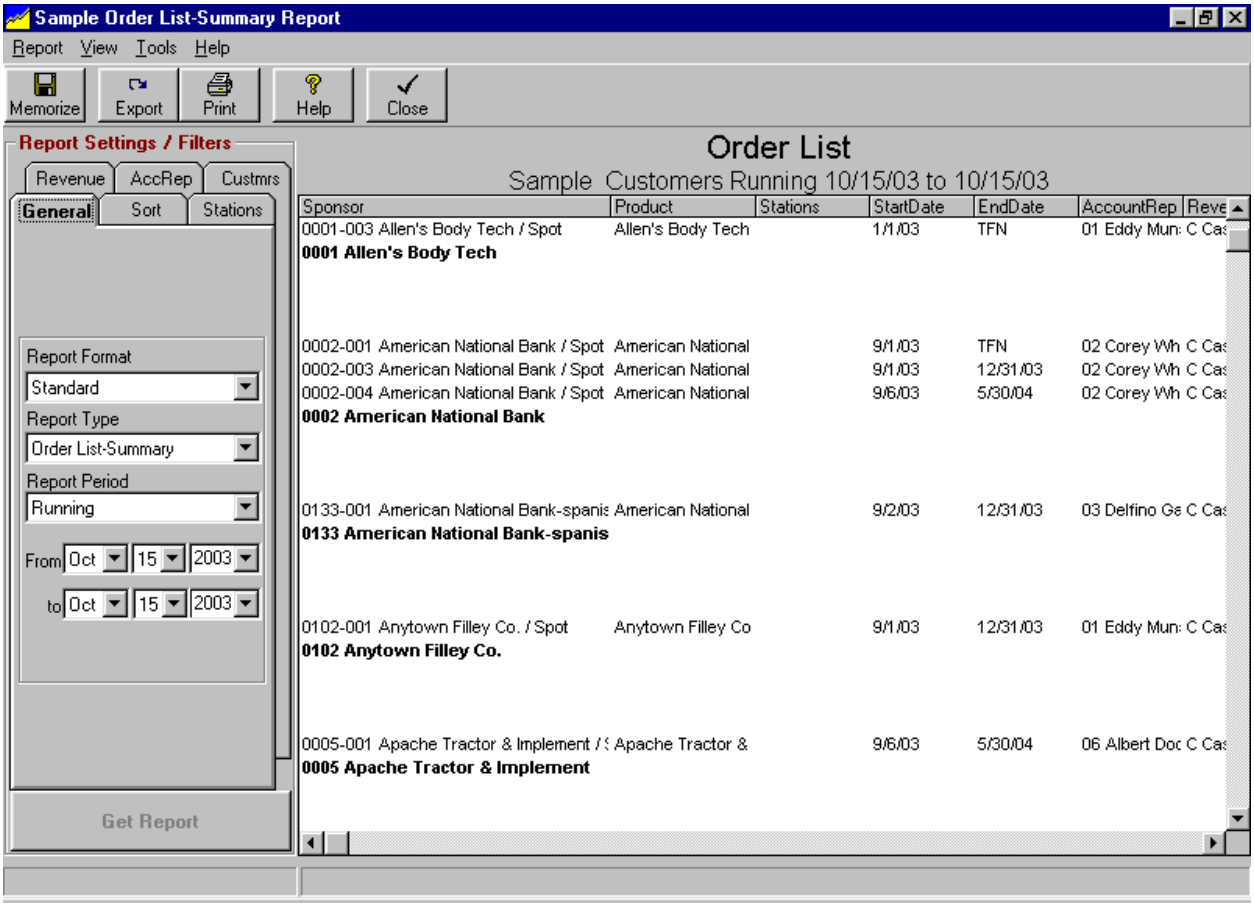
- **Agency List** - Prints a list of agencies
- **Agency Account List** - Prints a list of the customer accounts belonging to each agency

9.11 Report Type - Order Lists / Missing Copy Report / Sponsorship Report

Report Description

This report screen generates a summary list of orders. You may also print Order Confirmations for a group of selected orders. You can also get an order list including only those orders with "**Missing Copy**". To get to these reports, from the main NL menu, select **[Reports] [Order Reports] [Missing Copy Report].**

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

Continued on next page.

9.11 Report Type - Order Lists / Missing Copy Report / Sponsorship Report (cont)

General Tab - Report Type

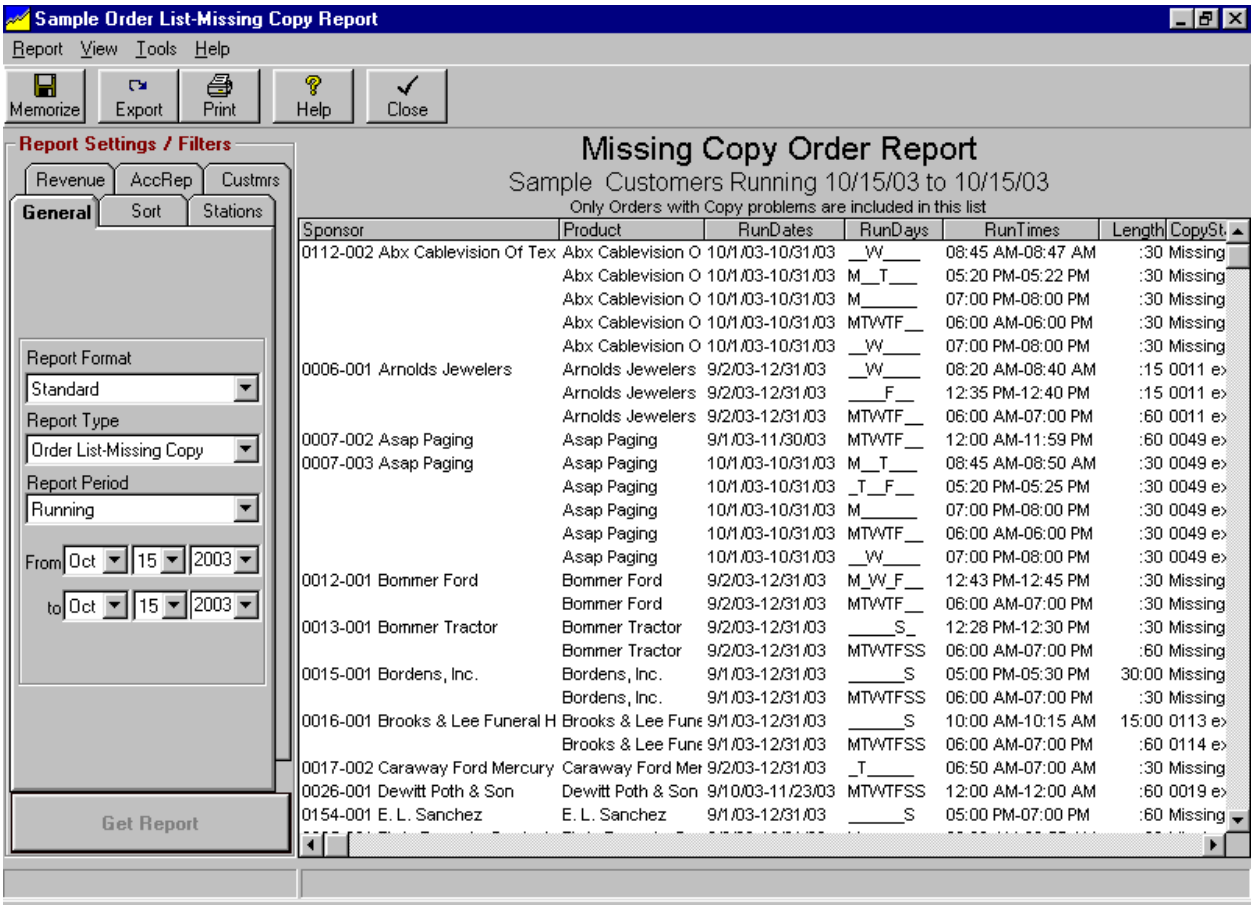
The Order List report screen has 3 types of reports:

§ **Order List-Summary** - Prints a summary of each order such as run dates, etc.

§ **Order List-Confirmations** - Print a confirmation for each order. This is useful to print confirmations for quite a few Orders and it would inconvenient to do each individually from the Order entry screen.

§ **Order List-Sponsorships** - Prints a summary for each order-line containing the specified Avail Type.

§ **Order List-Missing Copy** - Scans all orders running in the specified period and reports only those with CopyID missing or with other copy problems such as "hold" status, wrong length copy, or expired copy.


Sample Order List-Missing Copy Report
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Order List-Missing Copy
Report Period
Running
From Oct 15 2003
to Oct 15 2003
Get Report
Missing Copy Order Report
Sample Customers Running 10/15/03 to 10/15/03
Only Orders with Copy problems are included in this list
Sponsor | Product | RunDates | RunDays | RunTimes | Length | CopySt
0112-002 Abx Cablevision Of Tex | Abx Cablevision O | 10/1/03-10/31/03 | __W____ | 08:45 AM-08:47 AM | :30 | Missing
Abx Cablevision O | 10/1/03-10/31/03 | M__T___ | 05:20 PM-05:22 PM | :30 | Missing
Abx Cablevision O | 10/1/03-10/31/03 | M_____ | 07:00 PM-08:00 PM | :30 | Missing
Abx Cablevision O | 10/1/03-10/31/03 | MTWTF__ | 06:00 AM-06:00 PM | :30 | Missing
Abx Cablevision O | 10/1/03-10/31/03 | __W____ | 07:00 PM-08:00 PM | :30 | Missing
0006-001 Arnolds Jewelers | Arnolds Jewelers | 9/2/03-12/31/03 | __W____ | 08:20 AM-08:40 AM | :15 | 0011 e
Arnolds Jewelers | 9/2/03-12/31/03 | ____F__ | 12:35 PM-12:40 PM | :15 | 0011 e
Arnolds Jewelers | 9/2/03-12/31/03 | MTWTF__ | 06:00 AM-07:00 PM | :60 | 0011 e
0007-002 Asap Paging | Asap Paging | 9/1/03-11/30/03 | MTWTF__ | 12:00 AM-11:59 PM | :60 | 0049 e
0007-003 Asap Paging | Asap Paging | 10/1/03-10/31/03 | M__T___ | 08:45 AM-08:50 AM | :30 | 0049 e
Asap Paging | 10/1/03-10/31/03 | _T__F__ | 05:20 PM-05:25 PM | :30 | 0049 e
Asap Paging | 10/1/03-10/31/03 | M_____ | 07:00 PM-08:00 PM | :30 | 0049 e
Asap Paging | 10/1/03-10/31/03 | MTWTF__ | 06:00 AM-06:00 PM | :30 | 0049 e
Asap Paging | 10/1/03-10/31/03 | __W____ | 07:00 PM-08:00 PM | :30 | 0049 e
0012-001 Bommer Ford | Bommer Ford | 9/2/03-12/31/03 | M_W_F__ | 12:43 PM-12:45 PM | :30 | Missing
Bommer Ford | 9/2/03-12/31/03 | MTWTF__ | 06:00 AM-07:00 PM | :30 | Missing
0013-001 Bommer Tractor | Bommer Tractor | 9/2/03-12/31/03 | _____S_ | 12:28 PM-12:30 PM | :30 | Missing
Bommer Tractor | 9/2/03-12/31/03 | MTWTFSS | 06:00 AM-07:00 PM | :60 | Missing
0015-001 Bordens, Inc. | Bordens, Inc. | 9/1/03-12/31/03 | _____S | 05:00 PM-05:30 PM | 30:00 | Missing
Bordens, Inc. | 9/1/03-12/31/03 | MTWTFSS | 06:00 AM-07:00 PM | :30 | Missing
0016-001 Brooks & Lee Funeral H | Brooks & Lee Fune | 9/1/03-12/31/03 | _____S | 10:00 AM-10:15 AM | 15:00 | 0113 e
Brooks & Lee Fune | 9/1/03-12/31/03 | MTWTFSS | 06:00 AM-07:00 PM | :60 | 0114 e
0017-002 Caraway Ford Mercury | Caraway Ford Mer | 9/2/03-12/31/03 | _T_____ | 06:50 AM-07:00 AM | :30 | Missing
0026-001 Dewitt Poth & Son | Dewitt Poth & Son | 9/10/03-11/23/03 | MTWTFSS | 12:00 AM-12:00 AM | :60 | 0019 e
0154-001 E. L. Sanchez | E. L. Sanchez | 9/1/03-12/31/03 | _____S | 05:00 PM-07:00 PM | :60 | Missing

General Tab - Report Period

The Orders List report screen has 4 types of report periods:

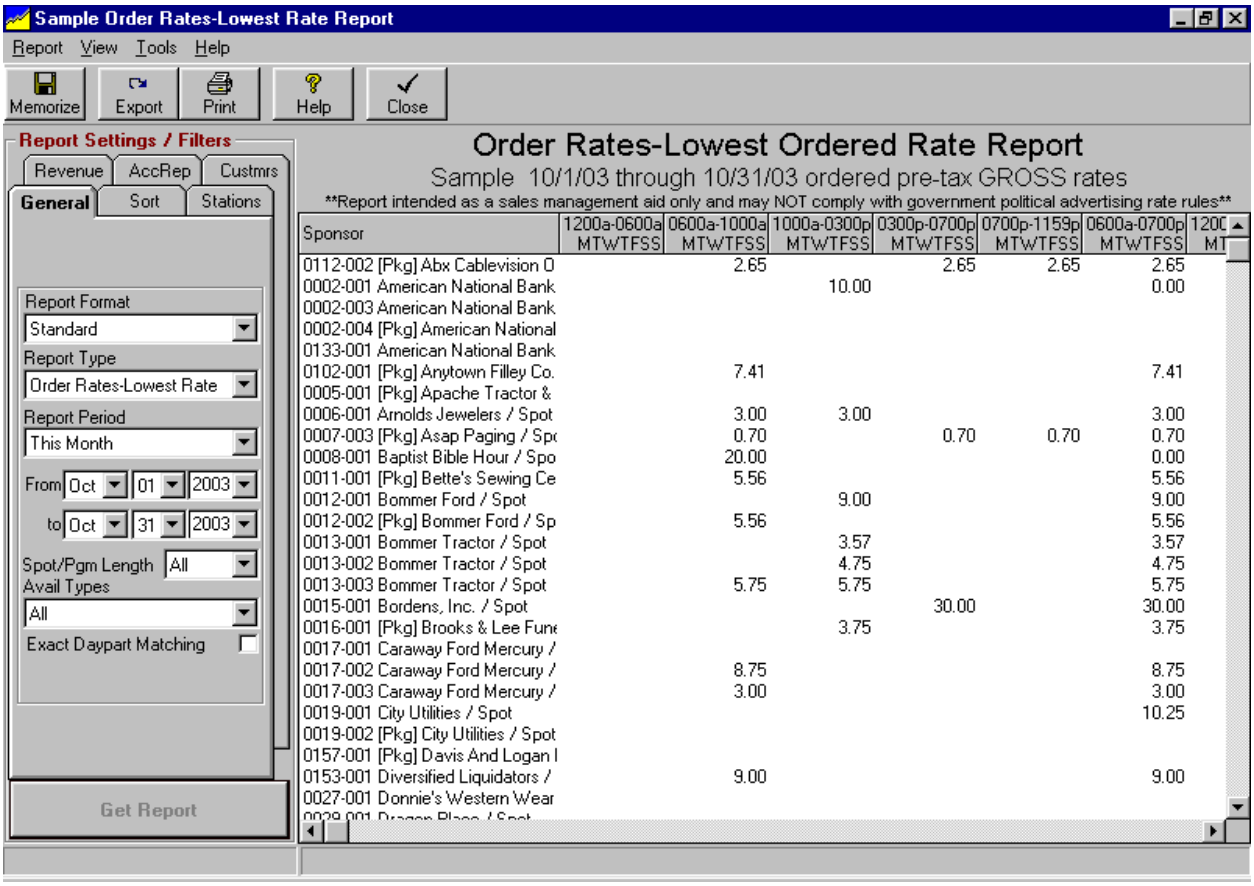
- **All** Include all orders in the NL system.
- **Running** Include only orders that run during the specified period.
- **Starting** Include only orders starting their run within the specified period.
- **Expiring** Include only orders ending their run within the specified period.

9.12 Report Type - Order Rates

*****WARNING*** Government regulations regarding lowest-rate requirements for political advertising are very complex. This report may be configured by the end-user to suit the end-users specific situation. For this reason, the developer and publisher of NL8 make no representation that this report complies with those political advertising rules. This report should be configured and used only in accordance with the legal advice of a communications attorney familiar with the nuances of the political advertising rules.**

Report Description

This report screen generates a report of rates on orders. To get to this report, from the main NL menu, select **[Reports] [Order Reports] [Order Rates].** Note: On these reports rates are pre-tax **gross** [pre-commission].


Sample Order Rates-Lowest Rate Report
Report View Tools Help
Memorize
Export
Print
Help
Close
Report Settings / Filters
Revenue
AccRep
Custmrs
General
Sort
Stations
Report Format
Standard
Report Type
Order Rates-Lowest Rate
Report Period
This Month
From Oct 01 2003
to Oct 31 2003
Spot/Pgm Length All
Avail Types
All
Exact Daypart Matching
Get Report
Order Rates-Lowest Ordered Rate Report
Sample 10/1/03 through 10/31/03 ordered pre-tax GROSS rates
Report intended as a sales management aid only and may NOT comply with government political advertising rate rules
Sponsor
1200a-0600a MTWTFSS
0600a-1000a MTWTFSS
1000a-0300p MTWTFSS
0300p-0700p MTWTFSS
0700p-1159p MTWTFSS
0600a-0700p MTWTFSS
0112-002 [Pkg] Abx Cablevision O 2.65 2.65 2.65 2.65
0002-001 American National Bank 10.00 0.00
0002-003 American National Bank
0002-004 [Pkg] American National
0133-001 American National Bank
0102-001 [Pkg] Anytown Filley Co. 7.41 7.41
0005-001 [Pkg] Apache Tractor &
0006-001 Arnolds Jewelers / Spot 3.00 3.00 3.00
0007-003 [Pkg] Asap Paging / Spc 0.70 0.70 0.70 0.70 0.70
0008-001 Baptist Bible Hour / Spo 20.00 0.00
0011-001 [Pkg] Bette's Sewing Ce 5.56 5.56
0012-001 Bommer Ford / Spot 9.00 9.00
0012-002 [Pkg] Bommer Ford / Sp 5.56 5.56
0013-001 Bommer Tractor / Spot 3.57 3.57
0013-002 Bommer Tractor / Spot 4.75 4.75
0013-003 Bommer Tractor / Spot 5.75 5.75 5.75
0015-001 Bordens, Inc. / Spot 30.00 30.00
0016-001 [Pkg] Brooks & Lee Fune 3.75 3.75
0017-001 Caraway Ford Mercury /
0017-002 Caraway Ford Mercury / 8.75 8.75
0017-003 Caraway Ford Mercury / 3.00 3.00
0019-001 City Utilities / Spot 10.25
0019-002 [Pkg] City Utilities / Spot
0157-001 [Pkg] Davis And Logan I
0153-001 Diversified Liquidators / 9.00 9.00
0027-001 Donnie's Western Wear

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See Saving customized report formats. Also see Restore default report format

- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].

9.12 Report Type - Order Rates (cont)

General Tab - Report Type

The Order Rates report screen has 3 types of reports. Note: On these reports all rates listed are pre-tax **gross** [pre-commission]. **NOTE**: On package rate orders, for the purposes of these reports, NL8 shows the per-broadcast rate computed by dividing the package amount billed in the report period by the number of items running in the report period.

- **Order Rates-Summary** - Prints a summary of each order's low, average, and high rate along with [if applicable] the discount percent and agency commission percent.
- **Order Rates-Lowest Rate** - For each order running within the report period, creates a list of the lowest ordered rate broken out by daypart. You can change the report daypart columns used with the **Orders Rates-Lowest Rate** and **Order Rates-Average Rates** reports using the **[Report][Customize Report Format][Daypart Columns]** menu choice on the report screen. You can set specific start and end times and days to be included in each column or select time classes.
- **Order Rates-Average Rate** - For each order running within the report period, creates a list of the average ordered rate broken out by daypart. You can change the report daypart columns with the Inventory Report screen displayed using the **[Report][Customize Report Format][Daypart Columns]** menu choice on the report screen. You can set specific start and end times and days to be included in each column or select time classes.

General Tab - Report Period

The Orders-Rate report screen allows you to select the specific period to be reported as a date range or a specific period such as Next Month, Next Quarter, etc.

General Tab - Spot - Pgm Length

You can restrict the spot length or program length to be considered in the report.

General Tab - Avail Types

You can restrict the report to include only specific avail types such as sponsorships.

General Tab - Exact DayPart Matching

[This does not apply to the Order rates-Summary report].The default value is **unchecked** which causes the report to include an item in a daypart column if it's schedule time falls within that daypart column. If **checked** this causes the report to include an item in a daypart column only if it's schedule time exactly matches the daypart column.

Example: Assume you have a spot scheduled at 8:10 AM.

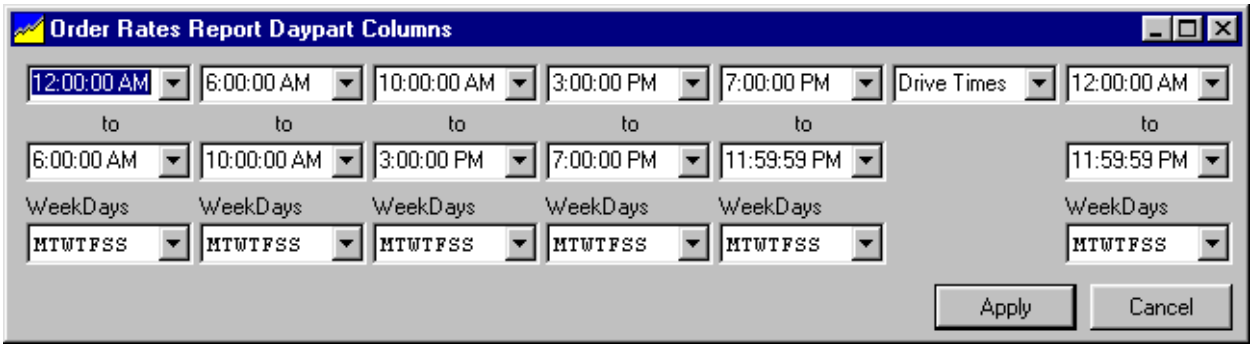
- With **Exact DayPart Matching unchecked** this spot would be included in the 6:00AM-9:59AM column because its schedule time does falls completely within the daypart column settings.
- With **Exact DayPart Matching checked** this spot would not be included in the 6:00AM-9:59AM column because its schedule time does not exactly match the daypart column settings.

Warning: Exact Daypart Matching has no effect when you use time classes in the report columns or on an order line. Those items are only included in a column when the named time class on the order line exactly matches the named time class in the report column.

9.12 Report Type - Order Rates (cont)

Order Rates Report Daypart Columns

You can change the report daypart columns with the **Order Rates-Lowest Rate** and **Order Rates-Average Rate** report screens using the **[Report] [Customize Report Format] [DayPart Columns]** menu choice on the report screen. You can set specific start and end times and days to be included in each column or select time classes.

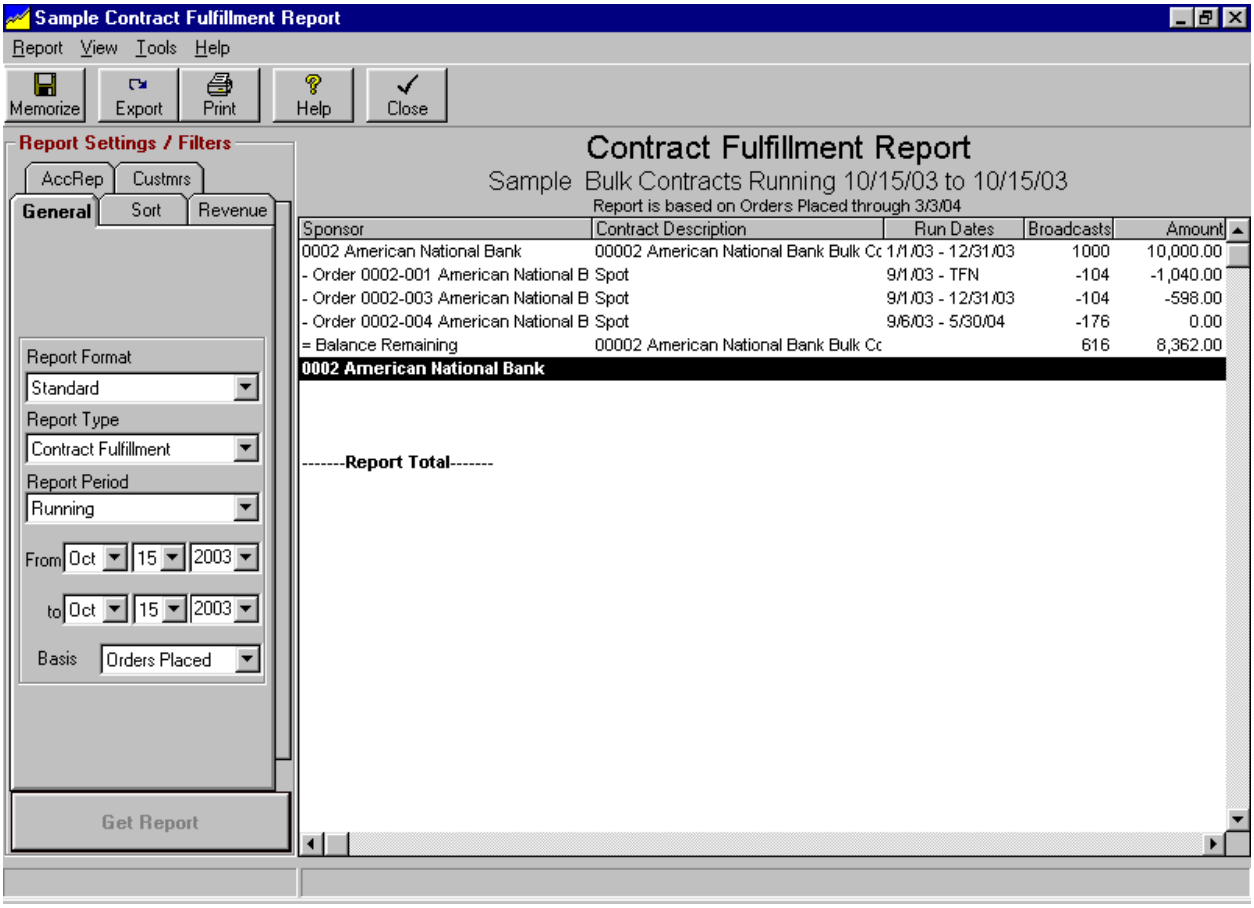


9.13 Report - Bulk Contract Fulfillment

Report Description

This report screen generates a report of showing bulk contracts for a selected period, all orders applied to those bulk contracts, and the number of spots and cost still pending on the bulk contract. To get to this report, from the main NL menu, select **[Reports] [Order Reports] [Bulk Contract Fullfilment]**. See Bulk Contracts in section 3.11 of this manual for a description of bulk contracts.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].



Continued on next page.

9.13 Report-Bulk Contract Fulfillment (cont)

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

General Tab - Report Period

The Bulk Contract Fulfillment report screen has 4 types of report periods:

- **All** Include all bulk contracts in the NL system.
- **Running** Include only bulk contracts that run during the specified period.
- **Starting** Include only bulk contracts starting their run within the specified period.
- **Expiring** Include only bulk contracts ending their run within the specified period.

General Tab - Basis

The Bulk Contract Fulfillment report may apply spots and cost based on:

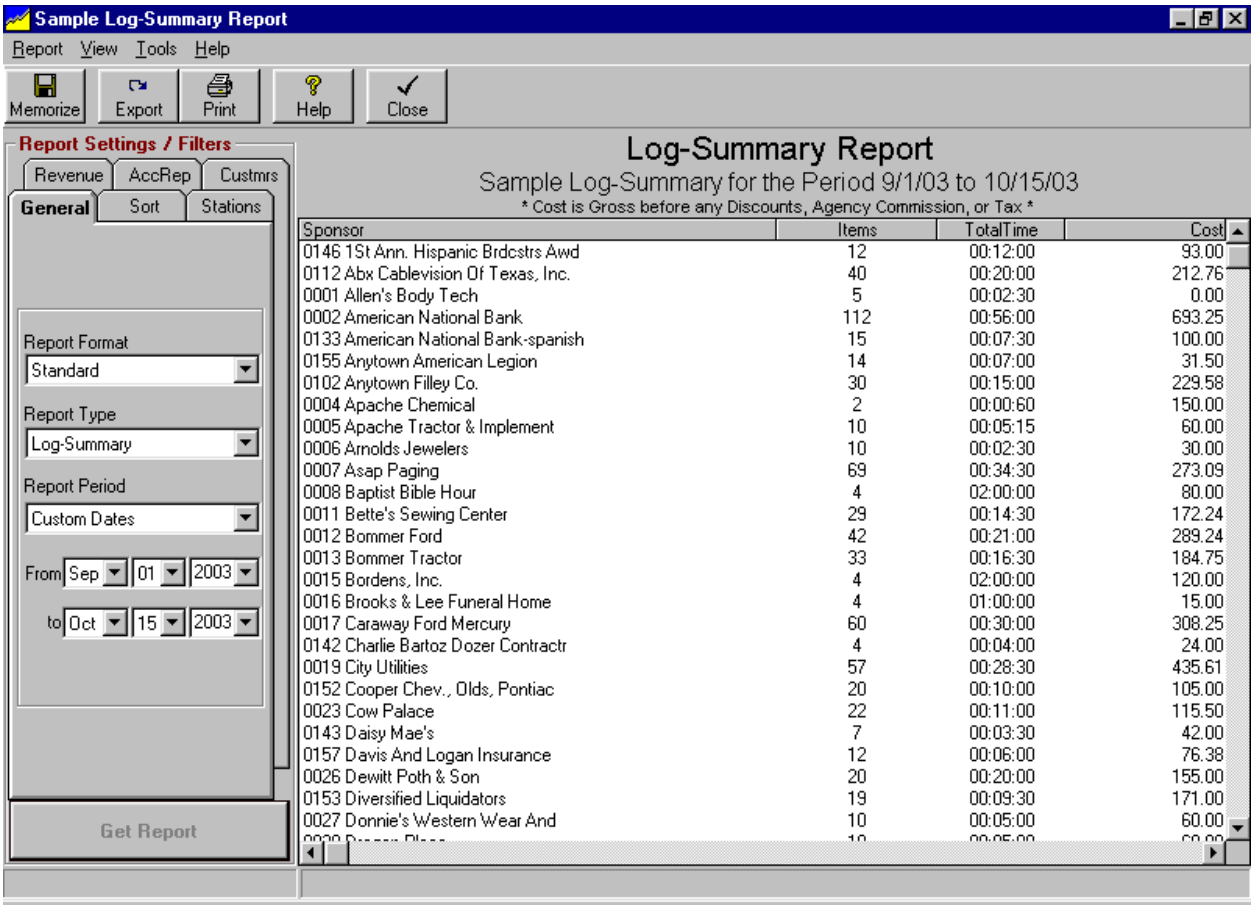
- **Orders Entered** - All orders entered and applied to the contract are assumed to run to as ordered.
- **Invoices Issued -** Only actual Invoices are counted against the contract totals. This may make it appear a customer has not fulfilled his bulk contract if there are still pending orders not yet invoiced.

9.14 Report Type - Log Reports

Report Description

This report screen generates reports of log activity for one or more days. To get to these reports, from the main NL menu, select **[Reports][Log Reports]**. You can also access this report form the Log Editor screen.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].


Sample Log-Summary Report
Report View Tools Help
Memorize
Export
Print
Help
Close
Report Settings / Filters
Revenue
AccRep
Custmrs
General
Sort
Stations
Report Format
Standard
Report Type
Log-Summary
Report Period
Custom Dates
From Sep 01 2003
to Oct 15 2003
Get Report
Log-Summary Report
Sample Log-Summary for the Period 9/1/03 to 10/15/03
* Cost is Gross before any Discounts, Agency Commission, or Tax *
Sponsor | Items | TotalTime | Cost
0146 1St Ann. Hispanic Brdcstrs Awd | 12 | 00:12:00 | 93.00
0112 Abx Cablevision Of Texas, Inc. | 40 | 00:20:00 | 212.76
0001 Allen's Body Tech | 5 | 00:02:30 | 0.00
0002 American National Bank | 112 | 00:56:00 | 693.25
0133 American National Bank-spanish | 15 | 00:07:30 | 100.00
0155 Anytown American Legion | 14 | 00:07:00 | 31.50
0102 Anytown Filley Co. | 30 | 00:15:00 | 229.58
0004 Apache Chemical | 2 | 00:00:60 | 150.00
0005 Apache Tractor & Implement | 10 | 00:05:15 | 60.00
0006 Arnolds Jewelers | 10 | 00:02:30 | 30.00
0007 Asap Paging | 69 | 00:34:30 | 273.09
0008 Baptist Bible Hour | 4 | 02:00:00 | 80.00
0011 Bette's Sewing Center | 29 | 00:14:30 | 172.24
0012 Bommer Ford | 42 | 00:21:00 | 289.24
0013 Bommer Tractor | 33 | 00:16:30 | 184.75
0015 Bordens, Inc. | 4 | 02:00:00 | 120.00
0016 Brooks & Lee Funeral Home | 4 | 01:00:00 | 15.00
0017 Caraway Ford Mercury | 60 | 00:30:00 | 308.25
0142 Charlie Bartoz Dozer Contractr | 4 | 00:04:00 | 24.00
0019 City Utilities | 57 | 00:28:30 | 435.61
0152 Cooper Chev., Olds, Pontiac | 20 | 00:10:00 | 105.00
0023 Cow Palace | 22 | 00:11:00 | 115.50
0143 Daisy Mae's | 7 | 00:03:30 | 42.00
0157 Davis And Logan Insurance | 12 | 00:06:00 | 76.38
0026 Dewitt Poth & Son | 20 | 00:20:00 | 155.00
0153 Diversified Liquidators | 19 | 00:09:30 | 171.00
0027 Donnie's Western Wear And | 10 | 00:05:00 | 60.00

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

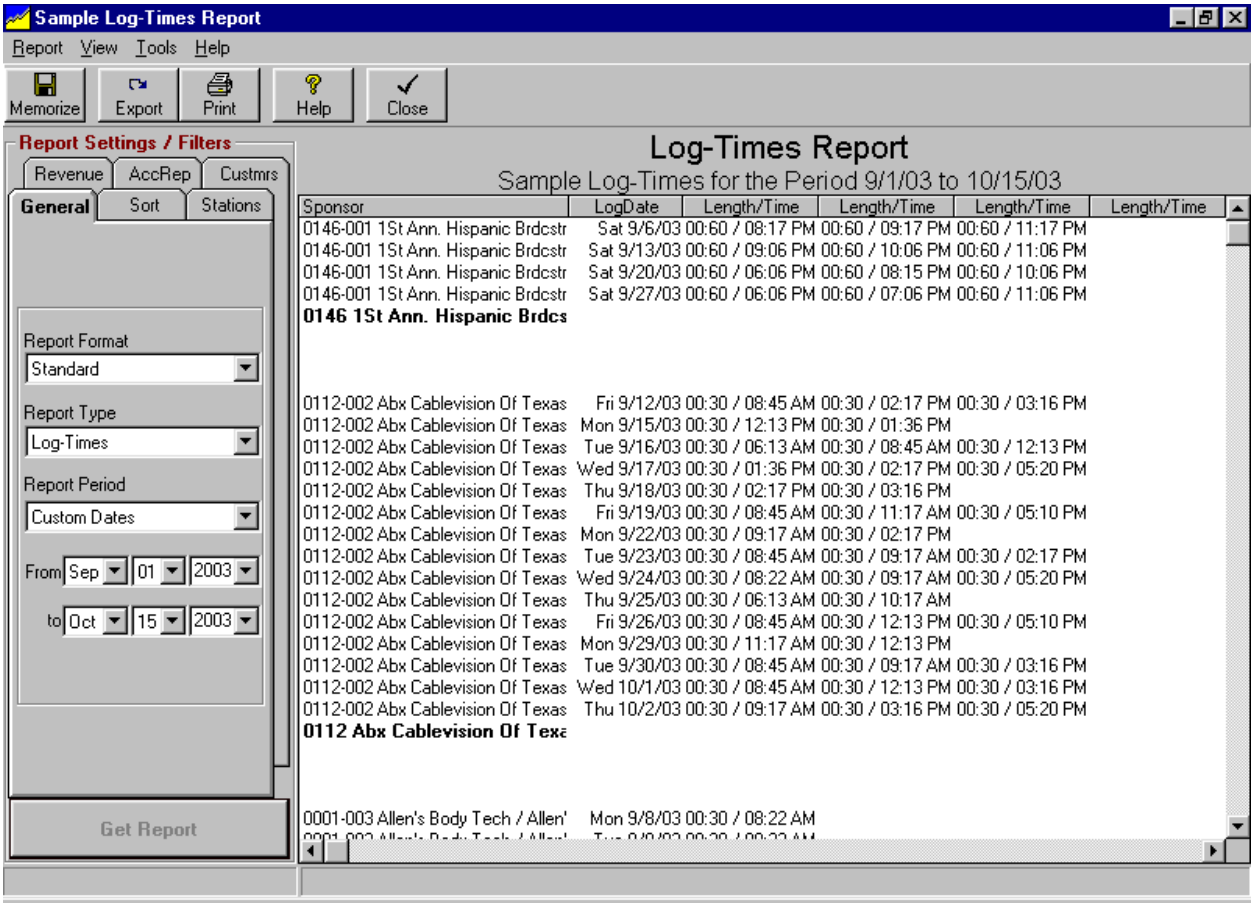
Continued on next page.

9.14 Report Type - Log Reports (cont)

General Tab - Report Type

The Log Reports screen has 3 types of reports:

- **Log-Summary** - Prints a summary [1 row for each customer] of the items that ran on the logs during the report period. The report includes columns for total items run, total time scheduled, and total cost.
- **Log-Detail** - Prints a detail list of each item that ran for each customer of what ran on the logs during the report period. This includes indiviudla times, rates, copyID, etc.
- **Log-Times** - Prints a detail list of the date and time only for each item that ran for each customer of what ran on the logs during the report period.
- **NonLog Charge-Summary** - Prints a summary [1 row for each customer] of the Non-Log-Charges [see definition in glossary] that have been posted by the log generator during the report period. The report includes columns for total NLC items and total cost.
- **NonLog Charge-Detail** - Prints a detail list of the date and amount of each Non-Log-Charge [see definition in glossary] that was posted by the log generator for each customer during the report period.

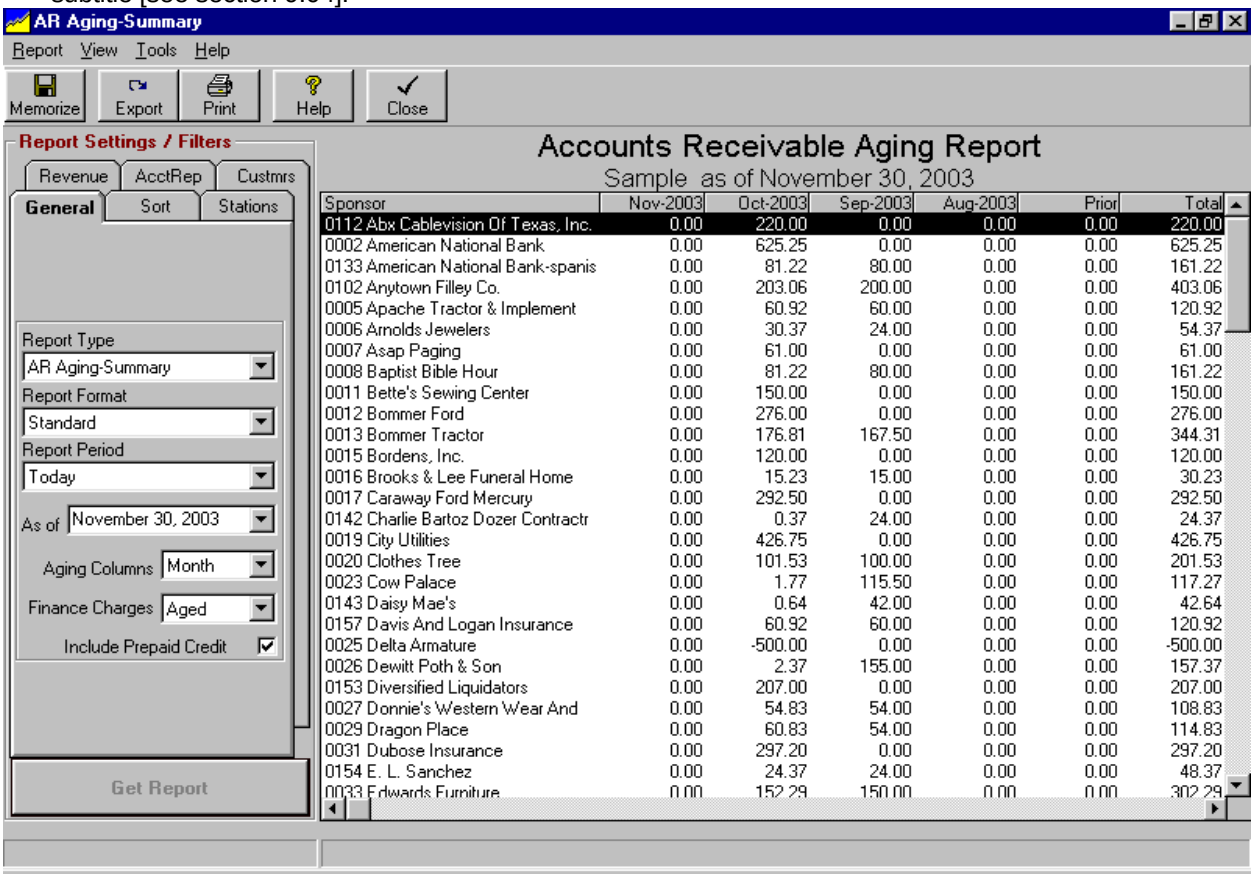

Sample Log-Times Report
Report View Tools Help
Memorize
Export
Print
Help
Close
Report Settings / Filters
Revenue
AccRep
Custmrs
General
Sort
Stations
Report Format
Standard
Report Type
Log-Times
Report Period
Custom Dates
From Sep 01 2003
to Oct 15 2003
Get Report
Log-Times Report
Sample Log-Times for the Period 9/1/03 to 10/15/03
Sponsor
LogDate
Length/Time
Length/Time
Length/Time
Length/Time
0146-001 1St Ann. Hispanic Brdcstr Sat 9/6/03 00:60 / 08:17 PM 00:60 / 09:17 PM 00:60 / 11:17 PM
0146-001 1St Ann. Hispanic Brdcstr Sat 9/13/03 00:60 / 09:06 PM 00:60 / 10:06 PM 00:60 / 11:06 PM
0146-001 1St Ann. Hispanic Brdcstr Sat 9/20/03 00:60 / 06:06 PM 00:60 / 08:15 PM 00:60 / 10:06 PM
0146-001 1St Ann. Hispanic Brdcstr Sat 9/27/03 00:60 / 06:06 PM 00:60 / 07:06 PM 00:60 / 11:06 PM
0146 1St Ann. Hispanic Brdcs
0112-002 Abx Cablevision Of Texas Fri 9/12/03 00:30 / 08:45 AM 00:30 / 02:17 PM 00:30 / 03:16 PM
0112-002 Abx Cablevision Of Texas Mon 9/15/03 00:30 / 12:13 PM 00:30 / 01:36 PM
0112-002 Abx Cablevision Of Texas Tue 9/16/03 00:30 / 06:13 AM 00:30 / 08:45 AM 00:30 / 12:13 PM
0112-002 Abx Cablevision Of Texas Wed 9/17/03 00:30 / 01:36 PM 00:30 / 02:17 PM 00:30 / 05:20 PM
0112-002 Abx Cablevision Of Texas Thu 9/18/03 00:30 / 02:17 PM 00:30 / 03:16 PM
0112-002 Abx Cablevision Of Texas Fri 9/19/03 00:30 / 08:45 AM 00:30 / 11:17 AM 00:30 / 05:10 PM
0112-002 Abx Cablevision Of Texas Mon 9/22/03 00:30 / 09:17 AM 00:30 / 02:17 PM
0112-002 Abx Cablevision Of Texas Tue 9/23/03 00:30 / 08:45 AM 00:30 / 09:17 AM 00:30 / 02:17 PM
0112-002 Abx Cablevision Of Texas Wed 9/24/03 00:30 / 08:22 AM 00:30 / 09:17 AM 00:30 / 05:20 PM
0112-002 Abx Cablevision Of Texas Thu 9/25/03 00:30 / 06:13 AM 00:30 / 10:17 AM
0112-002 Abx Cablevision Of Texas Fri 9/26/03 00:30 / 08:45 AM 00:30 / 12:13 PM 00:30 / 05:10 PM
0112-002 Abx Cablevision Of Texas Mon 9/29/03 00:30 / 11:17 AM 00:30 / 12:13 PM
0112-002 Abx Cablevision Of Texas Tue 9/30/03 00:30 / 08:45 AM 00:30 / 09:17 AM 00:30 / 03:16 PM
0112-002 Abx Cablevision Of Texas Wed 10/1/03 00:30 / 08:45 AM 00:30 / 12:13 PM 00:30 / 03:16 PM
0112-002 Abx Cablevision Of Texas Thu 10/2/03 00:30 / 09:17 AM 00:30 / 03:16 PM 00:30 / 05:20 PM
0112 Abx Cablevision Of Texa
0001-003 Allen's Body Tech / Allen' Mon 9/8/03 00:30 / 08:22 AM

9.15 Report Type - Accounts Receivable

Report Description

This generates an **Accounts Receivable Aging** report, an **Accounts Receivable Reconciliation** report and an **UnApplied PrePayments** report. To get to these reports, from the main NL menu, select **[Reports][Accounts Receivable]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].


AR Aging-Summary
Report View Tools Help
Memorize
Export
Print
Help
Close
Report Settings / Filters
Revenue
AcctRep
Custmrs
General
Sort
Stations
Report Type
AR Aging-Summary
Report Format
Standard
Report Period
Today
As of
November 30, 2003
Aging Columns
Month
Finance Charges
Aged
Include Prepaid Credit
Get Report
Accounts Receivable Aging Report
Sample as of November 30, 2003
Sponsor | Nov-2003 | Oct-2003 | Sep-2003 | Aug-2003 | Prior | Total
0112 Abx Cablevision Of Texas, Inc. 0.00 220.00 0.00 0.00 0.00 220.00
0002 American National Bank 0.00 625.25 0.00 0.00 0.00 625.25
0133 American National Bank-spanis 0.00 81.22 80.00 0.00 0.00 161.22
0102 Anytown Filley Co. 0.00 203.06 200.00 0.00 0.00 403.06
0005 Apache Tractor & Implement 0.00 60.92 60.00 0.00 0.00 120.92
0006 Arnolds Jewelers 0.00 30.37 24.00 0.00 0.00 54.37
0007 Asap Paging 0.00 61.00 0.00 0.00 0.00 61.00
0008 Baptist Bible Hour 0.00 81.22 80.00 0.00 0.00 161.22
0011 Bette's Sewing Center 0.00 150.00 0.00 0.00 0.00 150.00
0012 Bommer Ford 0.00 276.00 0.00 0.00 0.00 276.00
0013 Bommer Tractor 0.00 176.81 167.50 0.00 0.00 344.31
0015 Bordens, Inc. 0.00 120.00 0.00 0.00 0.00 120.00
0016 Brooks & Lee Funeral Home 0.00 15.23 15.00 0.00 0.00 30.23
0017 Caraway Ford Mercury 0.00 292.50 0.00 0.00 0.00 292.50
0142 Charlie Bartoz Dozer Contractr 0.00 0.37 24.00 0.00 0.00 24.37
0019 City Utilities 0.00 426.75 0.00 0.00 0.00 426.75
0020 Clothes Tree 0.00 101.53 100.00 0.00 0.00 201.53
0023 Cow Palace 0.00 1.77 115.50 0.00 0.00 117.27
0143 Daisy Mae's 0.00 0.64 42.00 0.00 0.00 42.64
0157 Davis And Logan Insurance 0.00 60.92 60.00 0.00 0.00 120.92
0025 Delta Armature 0.00 -500.00 0.00 0.00 0.00 -500.00
0026 Dewitt Poth & Son 0.00 2.37 155.00 0.00 0.00 157.37
0153 Diversified Liquidators 0.00 207.00 0.00 0.00 0.00 207.00
0027 Donnie's Western Wear And 0.00 54.83 54.00 0.00 0.00 108.83
0029 Dragon Place 0.00 60.83 54.00 0.00 0.00 114.83
0031 Dubose Insurance 0.00 297.20 0.00 0.00 0.00 297.20
0154 E. L. Sanchez 0.00 24.37 24.00 0.00 0.00 48.37
0033 Edwards Furniture 0.00 152.29 150.00 0.00 0.00 302.29

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have saved. See saving customized report formats and restore default report format in section 9.07.

General Tab - Aging Columns / Finance Charges

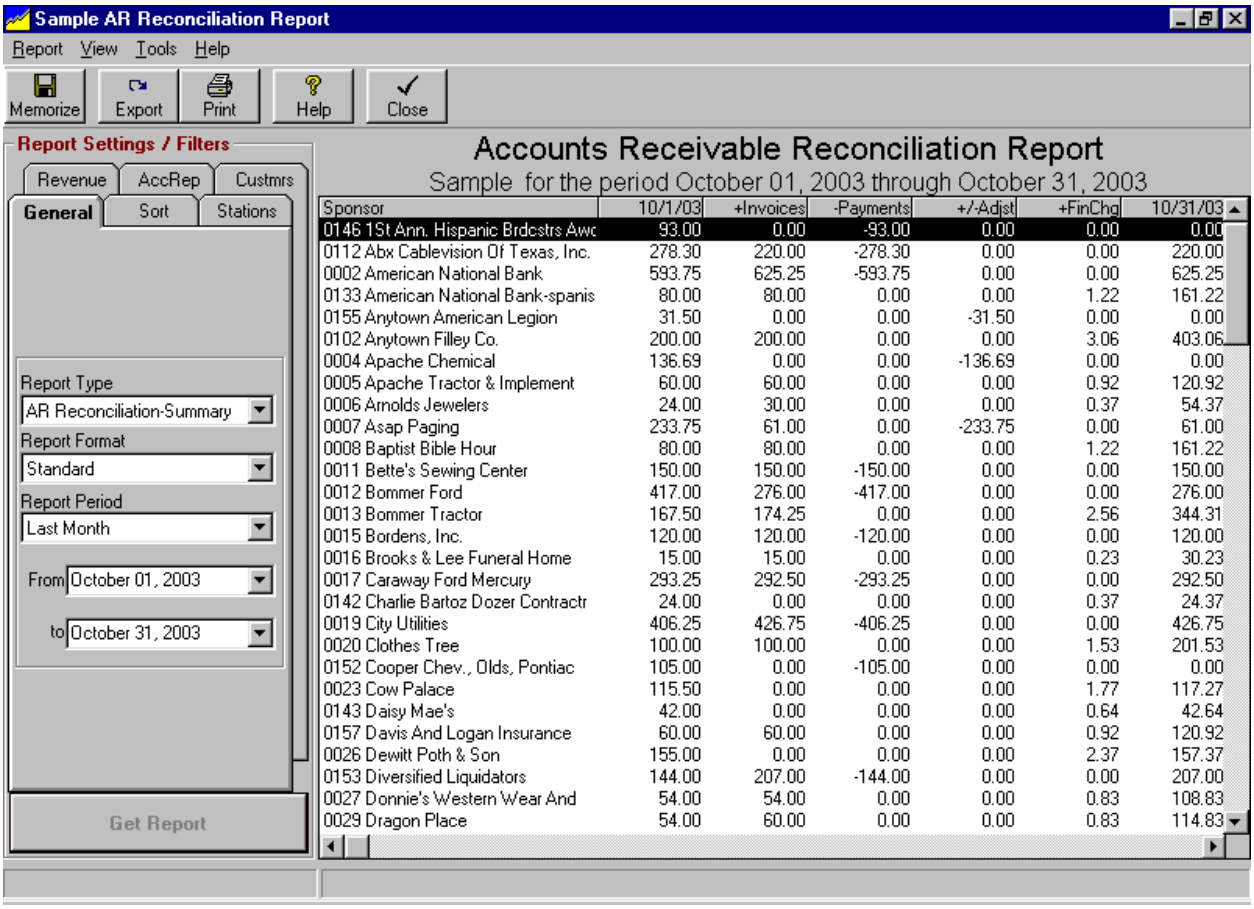
The AR Aging report may be displayed with columns defined as month, such as Sep, Oct, etc. or by days due such as 31-60 days, 61-90 days, etc. You can also tell NL8 whether you want it to age the finance charges into the appropriate columns, or show finance charges in a separate column.

9.15 Report - Accounts Receivable (cont)

General Tab - Report Type

The Log Reports screen has 3 types of reports:

- **AR Aging-Summary** - Prints a summary (1 row) for each customer of the Accounts Receivable balance as of the date specified on the report screen General tab. Columns can be broken out by 30, 60, 90 days aging or by month.
- **AR Aging-Detail** - Prints each Accounts Receivable transaction open (unpaid) as of the date specified on the report screen General tab. Columns can be broken out by 30, 60, 90 days aging or by month.
- **AR Reconciliation-Summary** - Prints a summary (1 row) for each customer showing the Accounts Receivable activity for the specified period. Columns show beginning balance, invoices issued, payments received, adjustments posted, finance charges posted and ending period balance.
- **AR Reconciliation-Detail** - Prints a detail entry (1 row for each transaction) for each customer showing the Accounts Receivable activity for the specified period. Columns show beginning balance, invoices issued, payments received, adjustments posted, finance charges posted and ending period balance.
- **UnApplied PrePayments Report** - Prints a detail entry (1 row for each transaction) for each PrePayment that still has a credit or debit balance as of the specified report date. A credit balance means the PrePayment amount has not yet been completely applied to pay invoices. A debit balance means the PrePayment was over-applied against more invoices than it can zero out. Columns can be broken out by 30, 60, 90 days aging or by month.

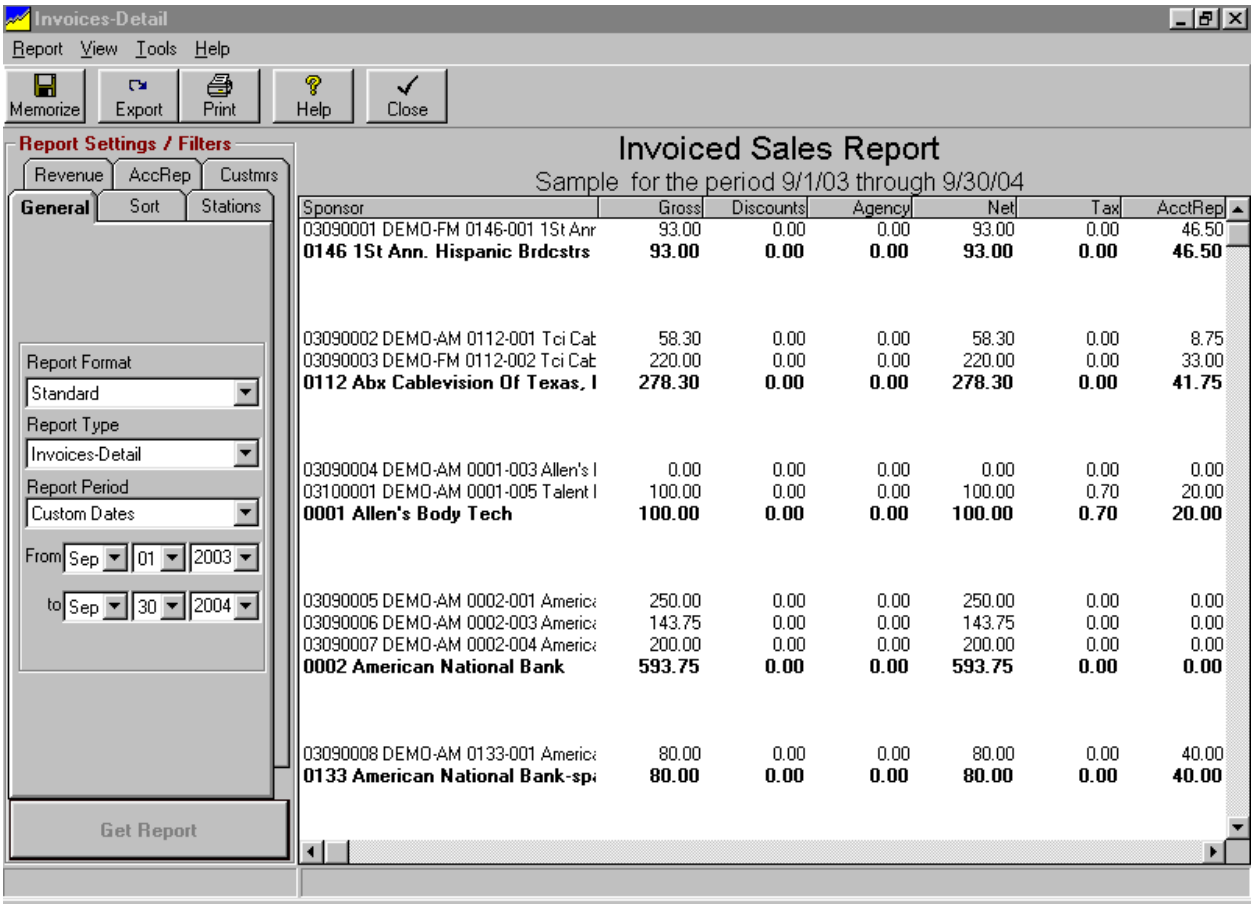

Sample AR Reconciliation Report
Report View Tools Help
Memorize
Export
Print
Help
Close
Report Settings / Filters
Revenue
AccRep
Custmrs
General
Sort
Stations
Report Type
AR Reconciliation-Summary
Report Format
Standard
Report Period
Last Month
From October 01, 2003
to October 31, 2003
Get Report
Accounts Receivable Reconciliation Report
Sample for the period October 01, 2003 through October 31, 2003
Sponsor | 10/1/03 | +Invoices | -Payments | +/-Adjst | +FinChg | 10/31/03
0146 1St Ann. Hispanic Brdcstrs Awc 93.00 0.00 -93.00 0.00 0.00 0.00
0112 Abx Cablevision Of Texas, Inc. 278.30 220.00 -278.30 0.00 0.00 220.00
0002 American National Bank 593.75 625.25 -593.75 0.00 0.00 625.25
0133 American National Bank-spanis 80.00 80.00 0.00 0.00 1.22 161.22
0155 Anytown American Legion 31.50 0.00 0.00 -31.50 0.00 0.00
0102 Anytown Filley Co. 200.00 200.00 0.00 0.00 3.06 403.06
0004 Apache Chemical 136.69 0.00 0.00 -136.69 0.00 0.00
0005 Apache Tractor & Implement 60.00 60.00 0.00 0.00 0.92 120.92
0006 Arnolds Jewelers 24.00 30.00 0.00 0.00 0.37 54.37
0007 Asap Paging 233.75 61.00 0.00 -233.75 0.00 61.00
0008 Baptist Bible Hour 80.00 80.00 0.00 0.00 1.22 161.22
0011 Bette's Sewing Center 150.00 150.00 -150.00 0.00 0.00 150.00
0012 Bommer Ford 417.00 276.00 -417.00 0.00 0.00 276.00
0013 Bommer Tractor 167.50 174.25 0.00 0.00 2.56 344.31
0015 Bordens, Inc. 120.00 120.00 -120.00 0.00 0.00 120.00
0016 Brooks & Lee Funeral Home 15.00 15.00 0.00 0.00 0.23 30.23
0017 Caraway Ford Mercury 293.25 292.50 -293.25 0.00 0.00 292.50
0142 Charlie Bartoz Dozer Contractr 24.00 0.00 0.00 0.00 0.37 24.37
0019 City Utilities 406.25 426.75 -406.25 0.00 0.00 426.75
0020 Clothes Tree 100.00 100.00 0.00 0.00 1.53 201.53
0152 Cooper Chev., Olds, Pontiac 105.00 0.00 -105.00 0.00 0.00 0.00
0023 Cow Palace 115.50 0.00 0.00 0.00 1.77 117.27
0143 Daisy Mae's 42.00 0.00 0.00 0.00 0.64 42.64
0157 Davis And Logan Insurance 60.00 60.00 0.00 0.00 0.92 120.92
0026 Dewitt Poth & Son 155.00 0.00 0.00 0.00 2.37 157.37
0153 Diversified Liquidators 144.00 207.00 -144.00 0.00 0.00 207.00
0027 Donnie's Western Wear And 54.00 54.00 0.00 0.00 0.83 108.83
0029 Dragon Place 54.00 60.00 0.00 0.00 0.83 114.83

9.16 Report Type - Transactions

Report Description

This report screen generates reports showing transactions posted during the report period. To get to these reports, from the main NL menu, select **[Reports][Transactions]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].


Invoices-Detail
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Invoices-Detail
Report Period
Custom Dates
From Sep 01 2003
to Sep 30 2004
Get Report
Invoiced Sales Report
Sample for the period 9/1/03 through 9/30/04
Sponsor Gross Discounts Agency Net Tax AcctRep
03090001 DEMO-FM 0146-001 1St Anr 93.00 0.00 0.00 93.00 0.00 46.50
0146 1St Ann. Hispanic Brdcstrs 93.00 0.00 0.00 93.00 0.00 46.50
03090002 DEMO-AM 0112-001 Tci Cat 58.30 0.00 0.00 58.30 0.00 8.75
03090003 DEMO-FM 0112-002 Tci Cat 220.00 0.00 0.00 220.00 0.00 33.00
0112 Abx Cablevision Of Texas, I 278.30 0.00 0.00 278.30 0.00 41.75
03090004 DEMO-AM 0001-003 Allen's I 0.00 0.00 0.00 0.00 0.00 0.00
03100001 DEMO-AM 0001-005 Talent I 100.00 0.00 0.00 100.00 0.70 20.00
0001 Allen's Body Tech 100.00 0.00 0.00 100.00 0.70 20.00
03090005 DEMO-AM 0002-001 Americ 250.00 0.00 0.00 250.00 0.00 0.00
03090006 DEMO-AM 0002-003 Americ 143.75 0.00 0.00 143.75 0.00 0.00
03090007 DEMO-AM 0002-004 Americ 200.00 0.00 0.00 200.00 0.00 0.00
0002 American National Bank 593.75 0.00 0.00 593.75 0.00 0.00
03090008 DEMO-AM 0133-001 Americ 80.00 0.00 0.00 80.00 0.00 40.00
0133 American National Bank-sp 80.00 0.00 0.00 80.00 0.00 40.00

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

9.16 Report Type - Transactions (cont)

General Tab - Report Type

The Transactions Report screen has 9 types of reports:

- **Invoices-Summary** - Prints a summary (1 row for each customer) of the invoices issued during the report period. Report columns include Gross, Discounts, Agency Commission, Net, Tax, AccountRep Commission, and National Rep Commission.

- **Invoices-Detail** - Prints a detail (1 row per invoice) of the invoices issued during the report period. Report columns include Gross, Discounts, Agency Commission, Net, Tax, AccountRep Commission, and National Rep Commission.

- **Payments-Summary** - Prints a summary (1 row for each customer) of the payments received during the report period. Report columns include Payment Amount, Tax Amount, Net Amount, Agency Commission, AccountRep Commission, and National Rep Commission.

- **Payments-Detail** - Prints a detail (1 row per payment) of the payments received during the report period. Report columns include Payment Amount, Tax Amount, Net Amount, Agency Commission, AccountRep Commission, and National Rep Commission.

- **Aged-Collections Report** - Prints a detail (1 row per invoice) of the payments received during the report period. The amounts are shown in columns based on the number of days outstanding the balance was when collected.

- **Adjustments-Summary** - Prints a summary (1 row for each customer) of the adjusting entries posted during the report period. Items are listed in columns based on the type of adjustment. Report columns include Debit, Credit, Trade Credit, Bad debt, Agency Commission, Tax.

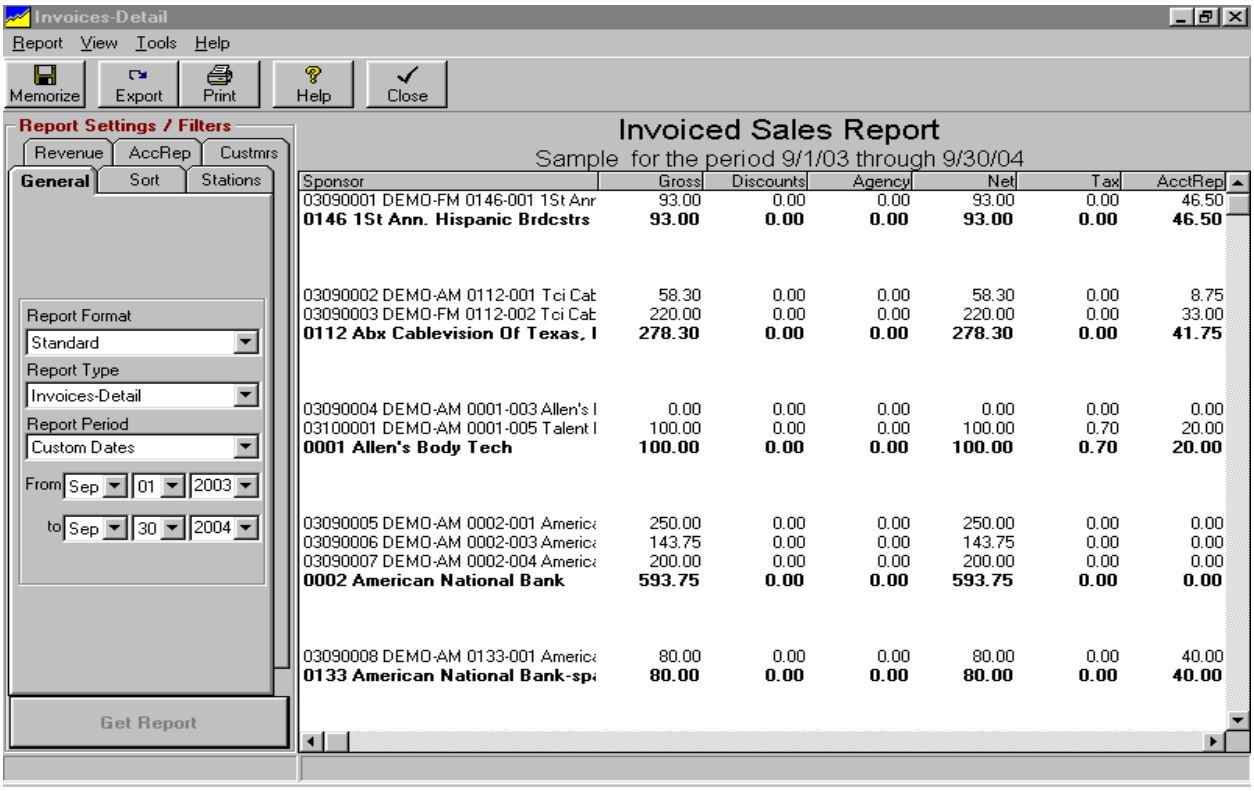
- **Adjustments-Detail** - Prints a detail (1 row per transaction) of the adjusting entries posted during the report period. Items are listed in columns based on the type of adjustment. Report columns include Debit, Credit, Trade Credit, Bad debt, Agency Commission, Tax.

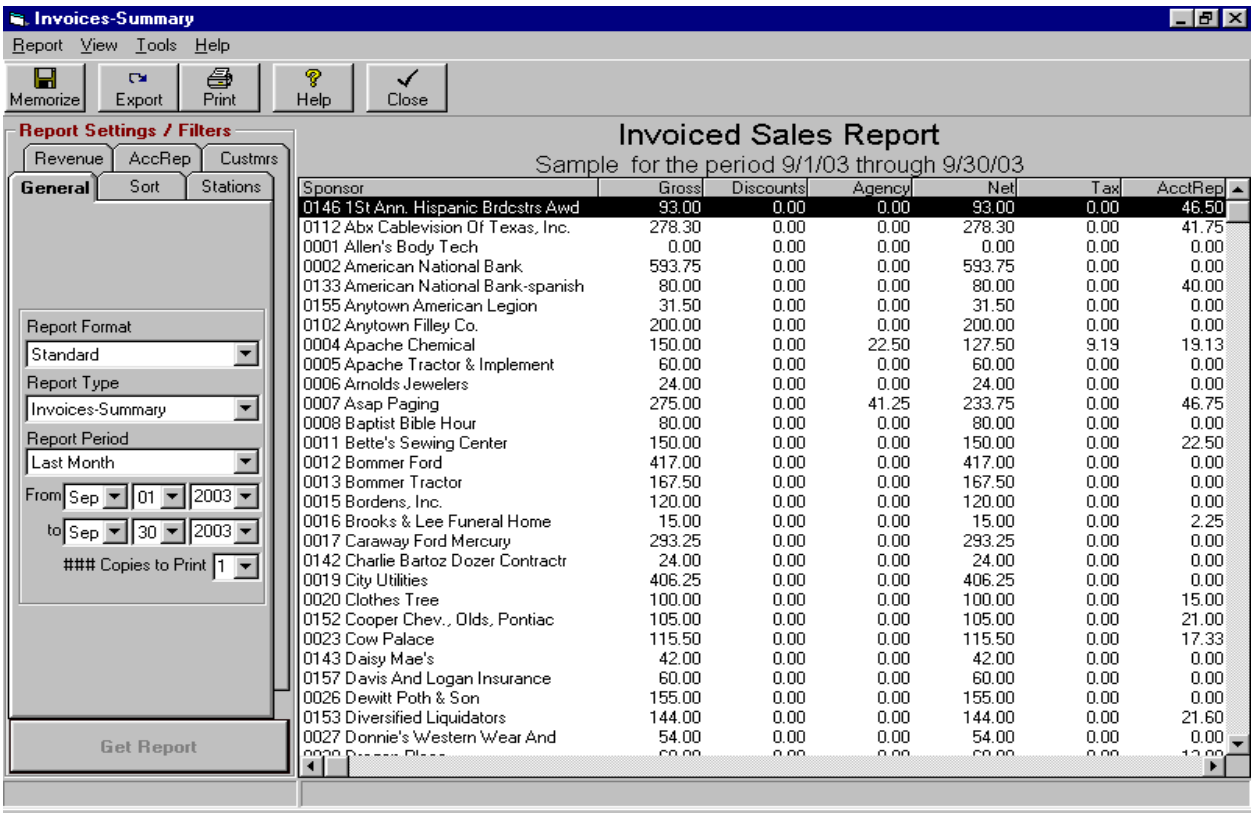
- **Finance Charges -Summary** - Prints a summary (1 row for each customer) of the finance charges added during the report period. Report columns include Amount, Tax, and Total.

- **Finance Charges -Detail** - Prints a detail (1 row per invoice) of the finance charges added during the report period. Report columns include Amount, Tax, and Total.

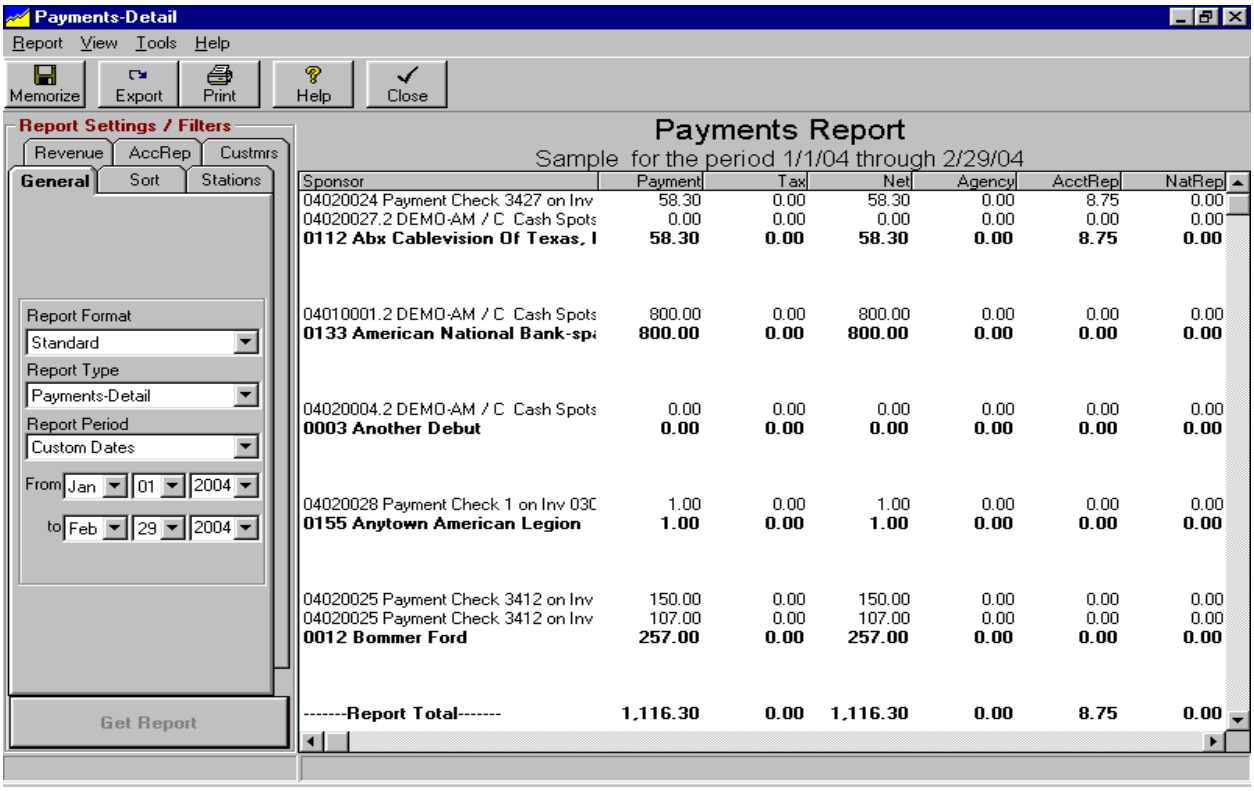
Examples of transaction reports are shown on the next pages. Also see TaxDue Reports in section 9.17.

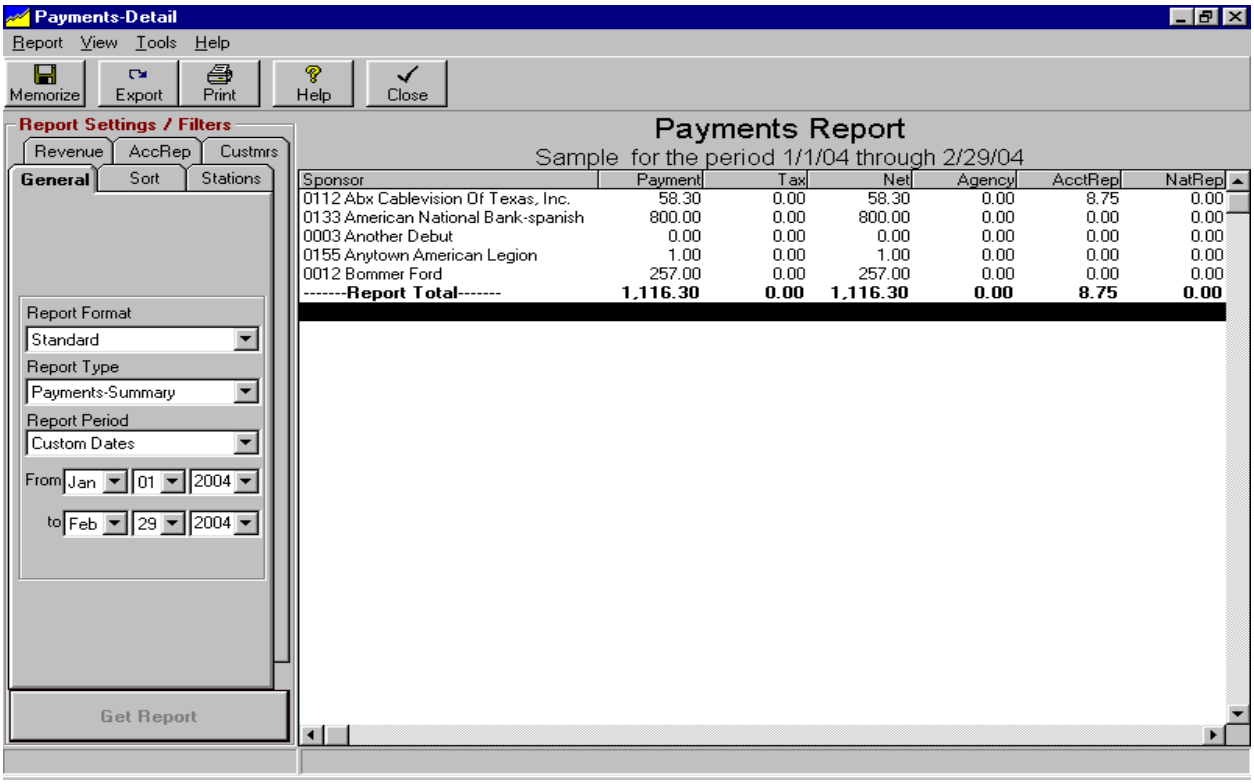
9.16 Report Type - Transactions (cont)


Invoices-Detail
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Invoices-Detail
Report Period
Custom Dates
From Sep 01 2003
to Sep 30 2004
Get Report
Invoiced Sales Report
Sample for the period 9/1/03 through 9/30/04
Sponsor Gross Discounts Agency Net Tax AcctRep
03090001 DEMO-FM 0146-001 1St Anr 93.00 0.00 0.00 93.00 0.00 46.50
0146 1St Ann. Hispanic Brdcstrs 93.00 0.00 0.00 93.00 0.00 46.50
03090002 DEMO-AM 0112-001 Tci Cat 58.30 0.00 0.00 58.30 0.00 8.75
03090003 DEMO-FM 0112-002 Tci Cat 220.00 0.00 0.00 220.00 0.00 33.00
0112 Abx Cablevision Of Texas, I 278.30 0.00 0.00 278.30 0.00 41.75
03090004 DEMO-AM 0001-003 Allen's I 0.00 0.00 0.00 0.00 0.00 0.00
03100001 DEMO-AM 0001-005 Talent I 100.00 0.00 0.00 100.00 0.70 20.00
0001 Allen's Body Tech 100.00 0.00 0.00 100.00 0.70 20.00
03090005 DEMO-AM 0002-001 Americ 250.00 0.00 0.00 250.00 0.00 0.00
03090006 DEMO-AM 0002-003 Americ 143.75 0.00 0.00 143.75 0.00 0.00
03090007 DEMO-AM 0002-004 Americ 200.00 0.00 0.00 200.00 0.00 0.00
0002 American National Bank 593.75 0.00 0.00 593.75 0.00 0.00
03090008 DEMO-AM 0133-001 Americ 80.00 0.00 0.00 80.00 0.00 40.00
0133 American National Bank-sp 80.00 0.00 0.00 80.00 0.00 40.00

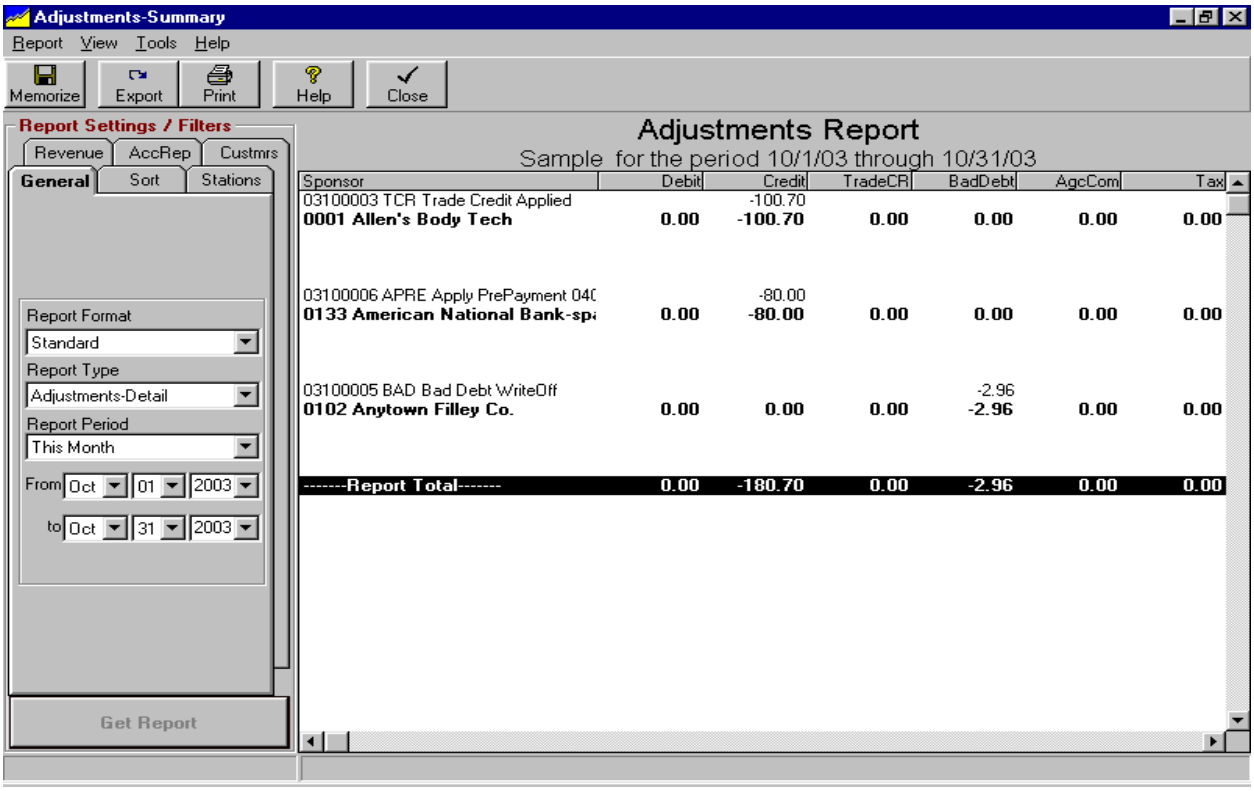

Invoices-Summary
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Invoices-Summary
Report Period
Last Month
From Sep 01 2003
to Sep 30 2003
Copies to Print 1
Get Report
Invoiced Sales Report
Sample for the period 9/1/03 through 9/30/03
Sponsor Gross Discounts Agency Net Tax AcctRep
0146 1St Ann. Hispanic Brdcstrs Awd 93.00 0.00 0.00 93.00 0.00 46.50
0112 Abx Cablevision Of Texas, Inc. 278.30 0.00 0.00 278.30 0.00 41.75
0001 Allen's Body Tech 0.00 0.00 0.00 0.00 0.00 0.00
0002 American National Bank 593.75 0.00 0.00 593.75 0.00 0.00
0133 American National Bank-spanish 80.00 0.00 0.00 80.00 0.00 40.00
0155 Anytown American Legion 31.50 0.00 0.00 31.50 0.00 0.00
0102 Anytown Filley Co. 200.00 0.00 0.00 200.00 0.00 0.00
0004 Apache Chemical 150.00 0.00 22.50 127.50 9.19 19.13
0005 Apache Tractor & Implement 60.00 0.00 0.00 60.00 0.00 0.00
0006 Arnolds Jewelers 24.00 0.00 0.00 24.00 0.00 0.00
0007 Asap Paging 275.00 0.00 41.25 233.75 0.00 46.75
0008 Baptist Bible Hour 80.00 0.00 0.00 80.00 0.00 0.00
0011 Bette's Sewing Center 150.00 0.00 0.00 150.00 0.00 22.50
0012 Bommer Ford 417.00 0.00 0.00 417.00 0.00 0.00
0013 Bommer Tractor 167.50 0.00 0.00 167.50 0.00 0.00
0015 Bordens, Inc. 120.00 0.00 0.00 120.00 0.00 0.00
0016 Brooks & Lee Funeral Home 15.00 0.00 0.00 15.00 0.00 2.25
0017 Caraway Ford Mercury 293.25 0.00 0.00 293.25 0.00 0.00
0142 Charlie Bartoz Dozer Contractr 24.00 0.00 0.00 24.00 0.00 0.00
0019 City Utilities 406.25 0.00 0.00 406.25 0.00 0.00
0020 Clothes Tree 100.00 0.00 0.00 100.00 0.00 15.00
0152 Cooper Chev., Olds, Pontiac 105.00 0.00 0.00 105.00 0.00 21.00
0023 Cow Palace 115.50 0.00 0.00 115.50 0.00 17.33
0143 Daisy Mae's 42.00 0.00 0.00 42.00 0.00 0.00
0157 Davis And Logan Insurance 60.00 0.00 0.00 60.00 0.00 0.00
0026 Dewitt Poth & Son 155.00 0.00 0.00 155.00 0.00 0.00
0153 Diversified Liquidators 144.00 0.00 0.00 144.00 0.00 21.60
0027 Donnie's Western Wear And 54.00 0.00 0.00 54.00 0.00 0.00

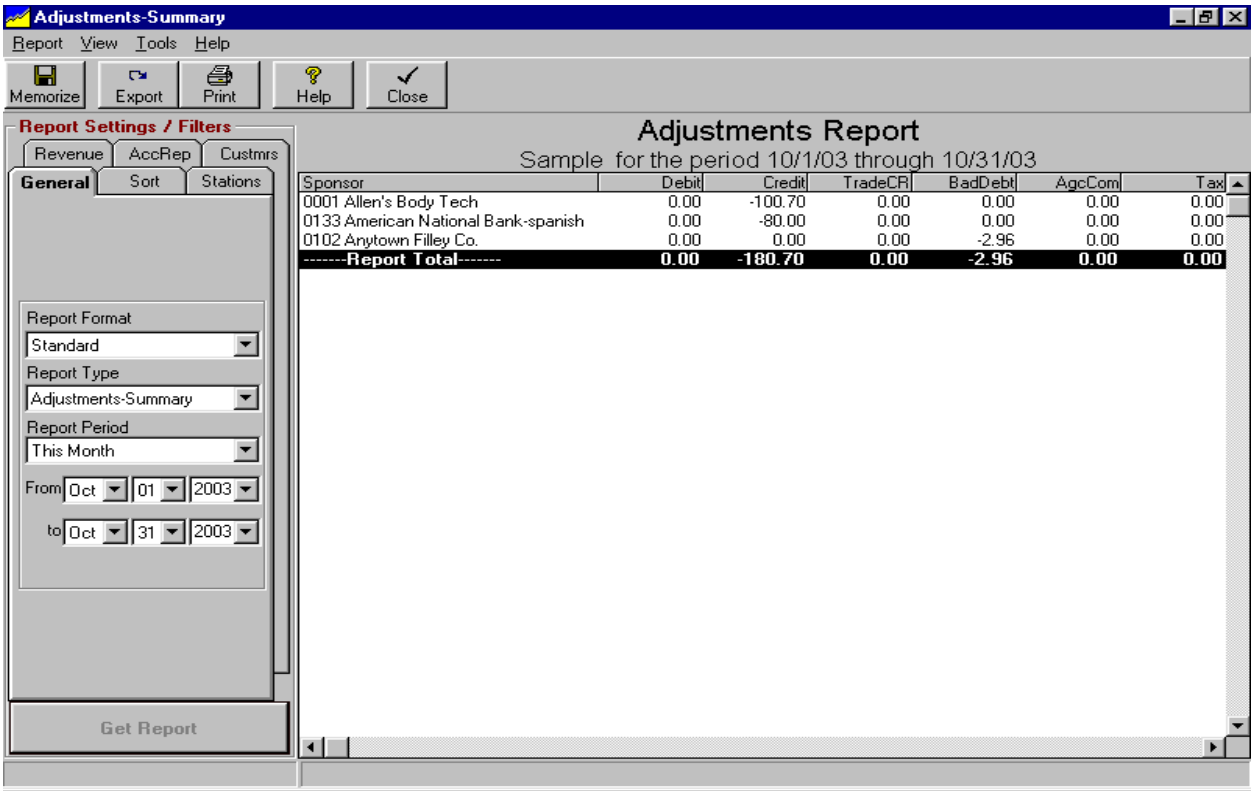
9.16 Report Type - Transactions (cont)


Payments-Detail
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Payments-Detail
Report Period
Custom Dates
From Jan 01 2004
to Feb 29 2004
Get Report
Payments Report
Sample for the period 1/1/04 through 2/29/04
Sponsor Payment Tax Net Agency AcctRep NatRep
04020024 Payment Check 3427 on Inv 58.30 0.00 58.30 0.00 8.75 0.00
04020027.2 DEMO-AM / C Cash Spots 0.00 0.00 0.00 0.00 0.00 0.00
0112 Abx Cablevision Of Texas, I 58.30 0.00 58.30 0.00 8.75 0.00
04010001.2 DEMO-AM / C Cash Spots 800.00 0.00 800.00 0.00 0.00 0.00
0133 American National Bank-spa 800.00 0.00 800.00 0.00 0.00 0.00
04020004.2 DEMO-AM / C Cash Spots 0.00 0.00 0.00 0.00 0.00 0.00
0003 Another Debut 0.00 0.00 0.00 0.00 0.00 0.00
04020028 Payment Check 1 on Inv 030 1.00 0.00 1.00 0.00 0.00 0.00
0155 Anytown American Legion 1.00 0.00 1.00 0.00 0.00 0.00
04020025 Payment Check 3412 on Inv 150.00 0.00 150.00 0.00 0.00 0.00
04020025 Payment Check 3412 on Inv 107.00 0.00 107.00 0.00 0.00 0.00
0012 Bommer Ford 257.00 0.00 257.00 0.00 0.00 0.00
-------Report Total------- 1,116.30 0.00 1,116.30 0.00 8.75 0.00

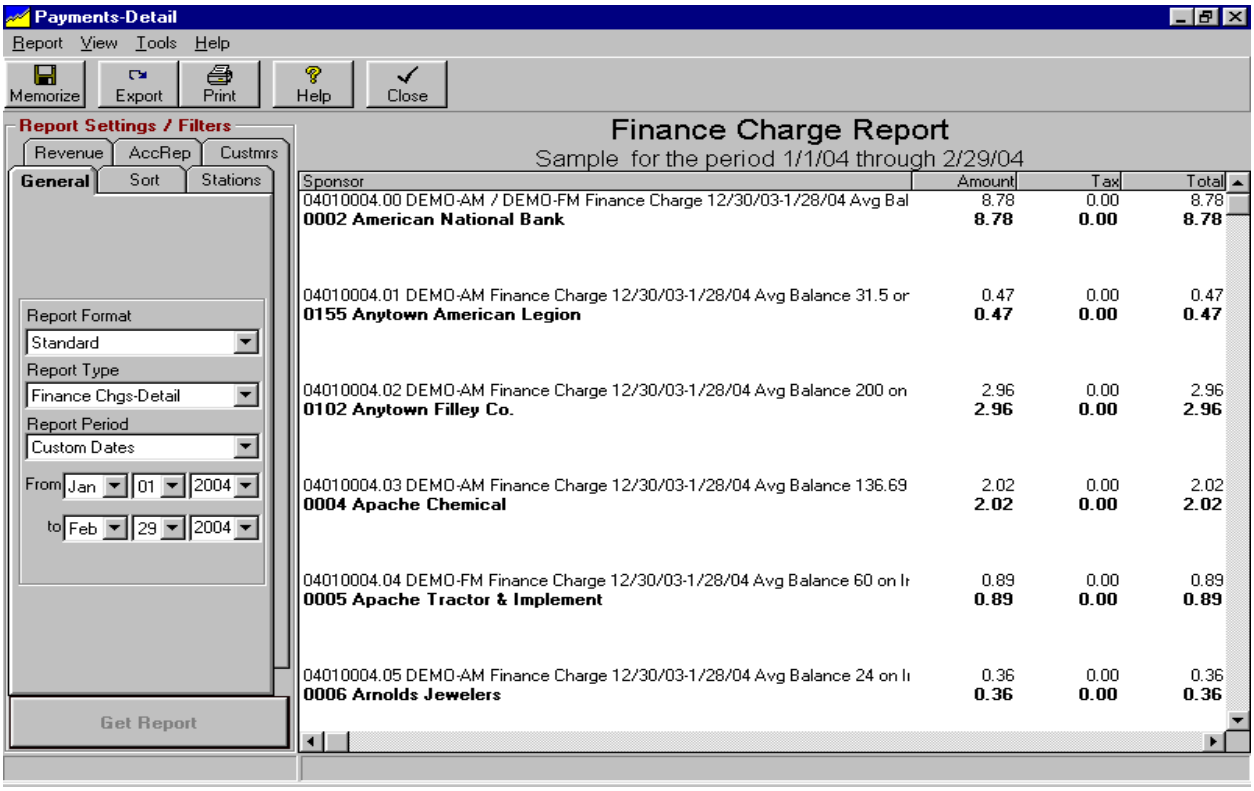

Payments-Detail
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Payments-Summary
Report Period
Custom Dates
From Jan 01 2004
to Feb 29 2004
Get Report
Payments Report
Sample for the period 1/1/04 through 2/29/04
Sponsor Payment Tax Net Agency AcctRep NatRep
0112 Abx Cablevision Of Texas, Inc. 58.30 0.00 58.30 0.00 8.75 0.00
0133 American National Bank-spanish 800.00 0.00 800.00 0.00 0.00 0.00
0003 Another Debut 0.00 0.00 0.00 0.00 0.00 0.00
0155 Anytown American Legion 1.00 0.00 1.00 0.00 0.00 0.00
0012 Bommer Ford 257.00 0.00 257.00 0.00 0.00 0.00
-------Report Total------- 1,116.30 0.00 1,116.30 0.00 8.75 0.00

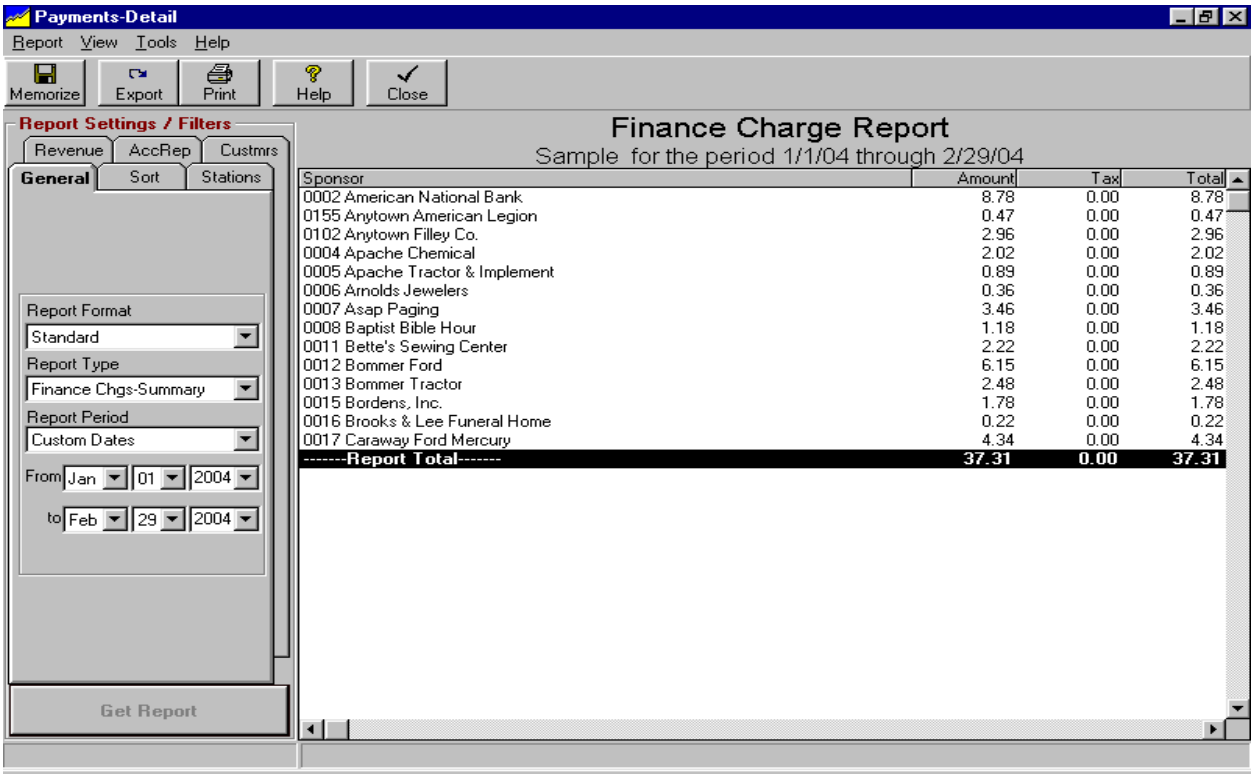
9.16 Report Type - Transactions (cont)


Adjustments-Summary
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Adjustments-Detail
Report Period
This Month
From Oct 01 2003
to Oct 31 2003
Get Report
Adjustments Report
Sample for the period 10/1/03 through 10/31/03
Sponsor Debit Credit TradeCR BadDebt AgcCom Tax
03100003 TCR Trade Credit Applied -100.70
0001 Allen's Body Tech 0.00 -100.70 0.00 0.00 0.00 0.00
03100006 APRE Apply PrePayment 04(-80.00
0133 American National Bank-spa 0.00 -80.00 0.00 0.00 0.00 0.00
03100005 BAD Bad Debt WriteOff -2.96
0102 Anytown Filley Co. 0.00 0.00 0.00 -2.96 0.00 0.00
-------Report Total------- 0.00 -180.70 0.00 -2.96 0.00 0.00


Adjustments-Summary
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Adjustments-Summary
Report Period
This Month
From Oct 01 2003
to Oct 31 2003
Get Report
Adjustments Report
Sample for the period 10/1/03 through 10/31/03
Sponsor Debit Credit TradeCR BadDebt AgcCom Tax
0001 Allen's Body Tech 0.00 -100.70 0.00 0.00 0.00 0.00
0133 American National Bank-spanish 0.00 -80.00 0.00 0.00 0.00 0.00
0102 Anytown Filley Co. 0.00 0.00 0.00 -2.96 0.00 0.00
-------Report Total------- 0.00 -180.70 0.00 -2.96 0.00 0.00

9.16 Report Type - Transactions (cont)


Payments-Detail
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Finance Chgs-Detail
Report Period
Custom Dates
From Jan 01 2004
to Feb 29 2004
Get Report
Finance Charge Report
Sample for the period 1/1/04 through 2/29/04
Sponsor Amount Tax Total
04010004.00 DEMO-AM / DEMO-FM Finance Charge 12/30/03-1/28/04 Avg Bal 8.78 0.00 8.78
0002 American National Bank 8.78 0.00 8.78
04010004.01 DEMO-AM Finance Charge 12/30/03-1/28/04 Avg Balance 31.5 or 0.47 0.00 0.47
0155 Anytown American Legion 0.47 0.00 0.47
04010004.02 DEMO-AM Finance Charge 12/30/03-1/28/04 Avg Balance 200 on 2.96 0.00 2.96
0102 Anytown Filley Co. 2.96 0.00 2.96
04010004.03 DEMO-AM Finance Charge 12/30/03-1/28/04 Avg Balance 136.69 2.02 0.00 2.02
0004 Apache Chemical 2.02 0.00 2.02
04010004.04 DEMO-FM Finance Charge 12/30/03-1/28/04 Avg Balance 60 on Ir 0.89 0.00 0.89
0005 Apache Tractor & Implement 0.89 0.00 0.89
04010004.05 DEMO-AM Finance Charge 12/30/03-1/28/04 Avg Balance 24 on Ir 0.36 0.00 0.36
0006 Arnolds Jewelers 0.36 0.00 0.36

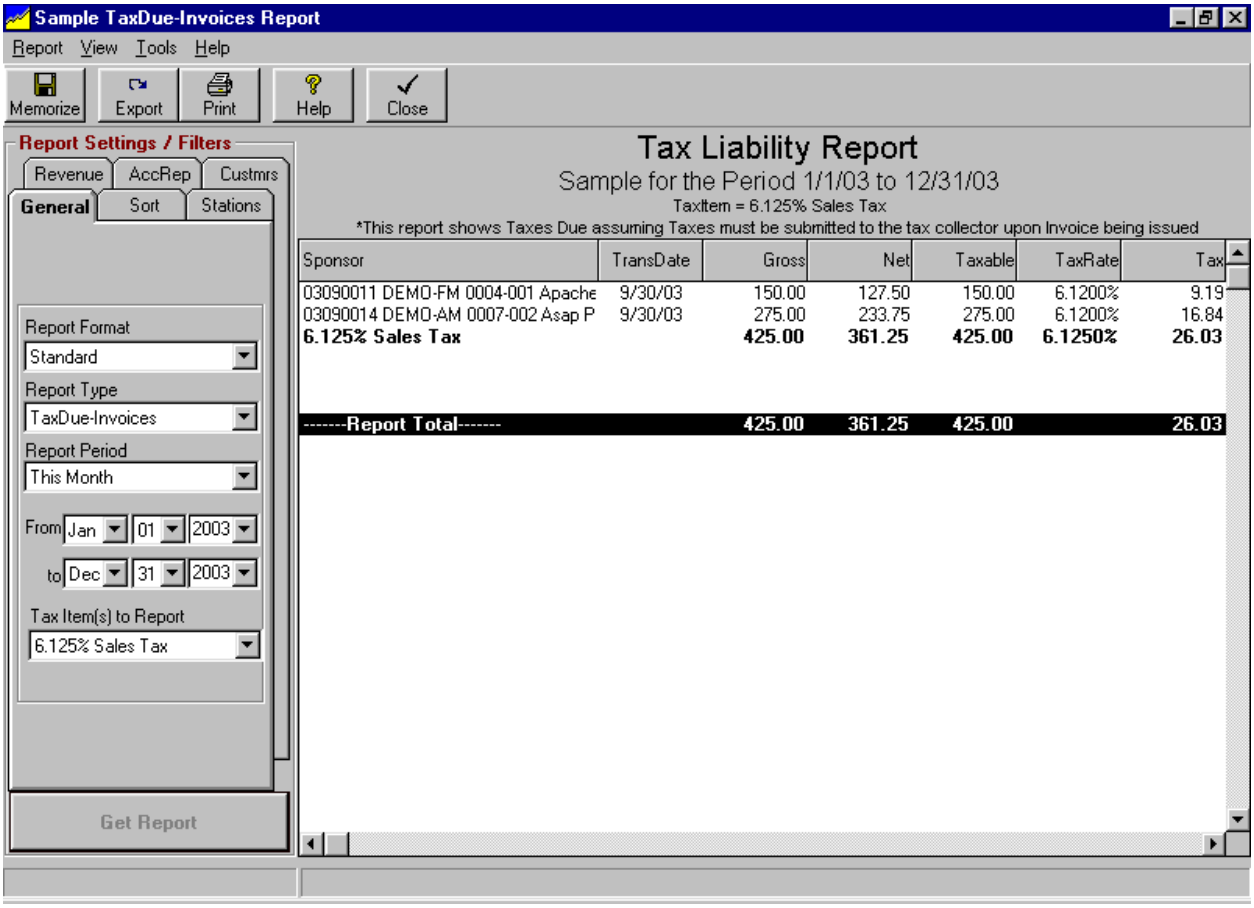

Payments-Detail
Report View Tools Help
Memorize Export Print Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Format
Standard
Report Type
Finance Chgs-Summary
Report Period
Custom Dates
From Jan 01 2004
to Feb 29 2004
Get Report
Finance Charge Report
Sample for the period 1/1/04 through 2/29/04
Sponsor Amount Tax Total
0002 American National Bank 8.78 0.00 8.78
0155 Anytown American Legion 0.47 0.00 0.47
0102 Anytown Filley Co. 2.96 0.00 2.96
0004 Apache Chemical 2.02 0.00 2.02
0005 Apache Tractor & Implement 0.89 0.00 0.89
0006 Arnolds Jewelers 0.36 0.00 0.36
0007 Asap Paging 3.46 0.00 3.46
0008 Baptist Bible Hour 1.18 0.00 1.18
0011 Bette's Sewing Center 2.22 0.00 2.22
0012 Bommer Ford 6.15 0.00 6.15
0013 Bommer Tractor 2.48 0.00 2.48
0015 Bordens, Inc. 1.78 0.00 1.78
0016 Brooks & Lee Funeral Home 0.22 0.00 0.22
0017 Caraway Ford Mercury 4.34 0.00 4.34
-------Report Total------- 37.31 0.00 37.31

9.17 Report Type - Tax Due Report

Report Description

This report screen generates reports showing the tax you have collected during the report period based on either invoices issued or payments received. To get to these reports, from the main NL menu, select **[Reports][Transactions][Tax Reports]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].



General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

Continued on next page.

9.17 Report Type - Tax Due Report (cont)

General Tab - Report Type

The Tax Reports screen has 2 types of reports:

- **Tax Due-Invoices** - Prints a report of tax due assuming taxes must be forwarded to the tax collector based on issued invoices.

- **Tax Due-Payments** - Prints a report of tax due assuming taxes must be forwarded to the tax collector based on payments received.

General Tab - Tax Item(s) to Report

The Transactions Report can be filtered to report on individual Tax Items in case you collect taxes for different agencies or at differing rates.

9.18 Report Type - Sales Projections

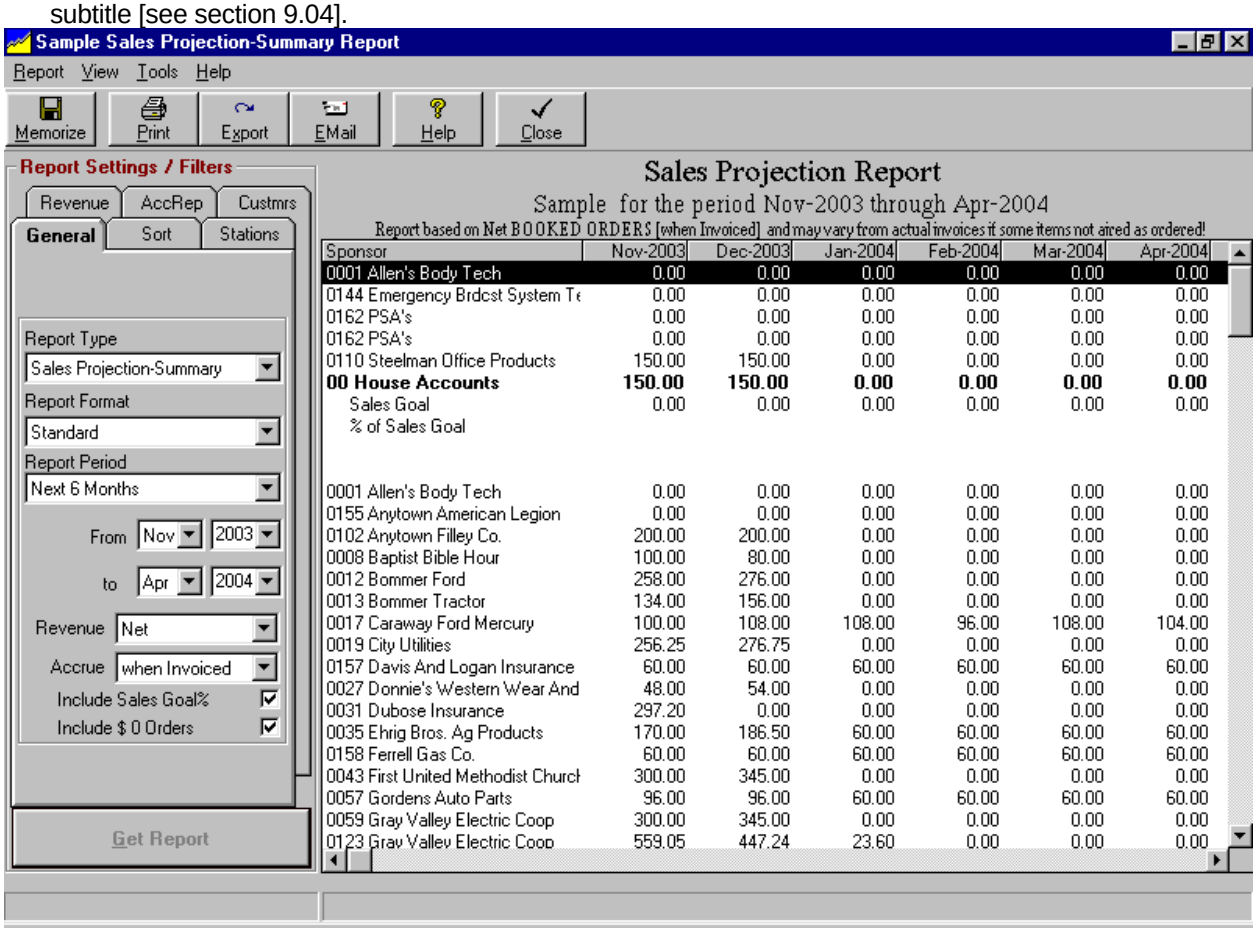
Report Description

This report screen generates reports showing expected future billing to be issued within the report period based on orders entered in NL8 as of the date the report is generated. **Note:** This report does not show the amount of items on individual log dates, it only shows the amount to be billed when it is scheduled to be billed not when it is logged.

> **Example:** If you run the report for the specified period July 1 through July 30 and you use Calendar-Month billing on your orders, you will see no projected billing since Calendar-Month billing is not issued until July 31. Billing amounts are included only if the date the invoice is scheduled to be issued [based on the order Billing-Cycle] is included in the report period. To report the amounts of items on an individual log date (or range of dates) use the Log Reports.

To get to the Sales projection reports, from the main NL menu, select **[Reports][Sales Projections]**.

- On the **General** tab [described below] you can select the main settings for the report.
- On the **Sort** tab you can control how the report is sorted and grouped. See section 9.01.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed [see section 9.05], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].


Sample Sales Projection-Summary Report
Report View Tools Help
Memorize Print Export EMail Help Close
Report Settings / Filters
Revenue AccRep Custmrs
General Sort Stations
Report Type
Sales Projection-Summary
Report Format
Standard
Report Period
Next 6 Months
From Nov 2003
to Apr 2004
Revenue Net
Accrue when Invoiced
Include Sales Goal%
Include $ 0 Orders
Get Report
Sales Projection Report
Sample for the period Nov-2003 through Apr-2004
Report based on Net BOOKED ORDERS [when Invoiced] and may vary from actual invoices if some items not aired as ordered!
Sponsor | Nov-2003 | Dec-2003 | Jan-2004 | Feb-2004 | Mar-2004 | Apr-2004
0001 Allen's Body Tech 0.00 0.00 0.00 0.00 0.00 0.00
0144 Emergency Brdcst System Te 0.00 0.00 0.00 0.00 0.00 0.00
0162 PSA's 0.00 0.00 0.00 0.00 0.00 0.00
0162 PSA's 0.00 0.00 0.00 0.00 0.00 0.00
0110 Steelman Office Products 150.00 150.00 0.00 0.00 0.00 0.00
00 House Accounts 150.00 150.00 0.00 0.00 0.00 0.00
Sales Goal 0.00 0.00 0.00 0.00 0.00 0.00
% of Sales Goal
0001 Allen's Body Tech 0.00 0.00 0.00 0.00 0.00 0.00
0155 Anytown American Legion 0.00 0.00 0.00 0.00 0.00 0.00
0102 Anytown Filley Co. 200.00 200.00 0.00 0.00 0.00 0.00
0008 Baptist Bible Hour 100.00 80.00 0.00 0.00 0.00 0.00
0012 Bommer Ford 258.00 276.00 0.00 0.00 0.00 0.00
0013 Bommer Tractor 134.00 156.00 0.00 0.00 0.00 0.00
0017 Caraway Ford Mercury 100.00 108.00 108.00 96.00 108.00 104.00
0019 City Utilities 256.25 276.75 0.00 0.00 0.00 0.00
0157 Davis And Logan Insurance 60.00 60.00 60.00 60.00 60.00 60.00
0027 Donnie's Western Wear And 48.00 54.00 0.00 0.00 0.00 0.00
0031 Dubose Insurance 297.20 0.00 0.00 0.00 0.00 0.00
0035 Ehrig Bros. Ag Products 170.00 186.50 60.00 60.00 60.00 60.00
0158 Ferrell Gas Co. 60.00 60.00 60.00 60.00 60.00 60.00
0043 First United Methodist Churcl 300.00 345.00 0.00 0.00 0.00 0.00
0057 Gordens Auto Parts 96.00 96.00 60.00 60.00 60.00 60.00
0059 Gray Valley Electric Coop 300.00 345.00 0.00 0.00 0.00 0.00
0123 Gray Valley Electric Coop 559.05 447.24 23.60 0.00 0.00 0.00

9.18 Report Type - Sales Projections (cont)

General Tab - Report Format

Standard is default but you may also use this dropdown box to select a customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

General Tab - Report Type

The Sales Projection Report screen has 3 types of reports:

- **Sales Projection-Summary** - Prints a summary (1 row for each customer) of the expected invoice totals issued during the report period. Report columns show totals for individual periods within the total report period depending on the report period selected.
- **Sales Projection-Detail** - Prints a detail (1 row per broadcast order) of the invoices projected to be issued during the report period. Report columns show totals for individual periods within the total report period depending on the report period selected.
- **Sales Projection-Comparative** - Prints a comparison between the selected report period projected billing and the projected billing for the same period in the previous year. Report columns show totals for individual periods within the total report period depending on the report period selected.

General Tab - Report Period

The Sales Projection Report may be based on these Report periods:

Custom Dates			
Next Month	**Next 3 Months**	**Next 6 Months**	**Next 12 Months**
Next Quarter	**Next 4 Quarters**	**Next Year**	
This Month	**This Quarter**	**This Year**	**This Year-to-Date**

General Tab - Revenue

The Sales Projection Report may show amounts based on **Gross** billing, **Net** [after agency commission], **Gross + Tax**, or **# Broadcasts.**

General Tab - Accrue

The Sales Projection Report may show amounts accrued **"when Invoiced"** or **"when Logged".**

- **When Invoiced** [default value] will include per-spot revenue in the correct column based on the date the invoice is going to be issued.
- **When Logged** will include per-spot revenue in the correct column based on the date the item[s] are going to be logged.

For level-package and variable-package invoices, all revenue is accrued on the Invoice Date regardless of this accrual setting.

General Tab - Include Sales Goal %

On Sales Projection reports, if you check this box, an extra line will be computed for each Account Rep and Station subtotal showing the % of sales goals for the report period. These sales goals are established in Setting up Account Reps

General Tab - Include $0 Orders

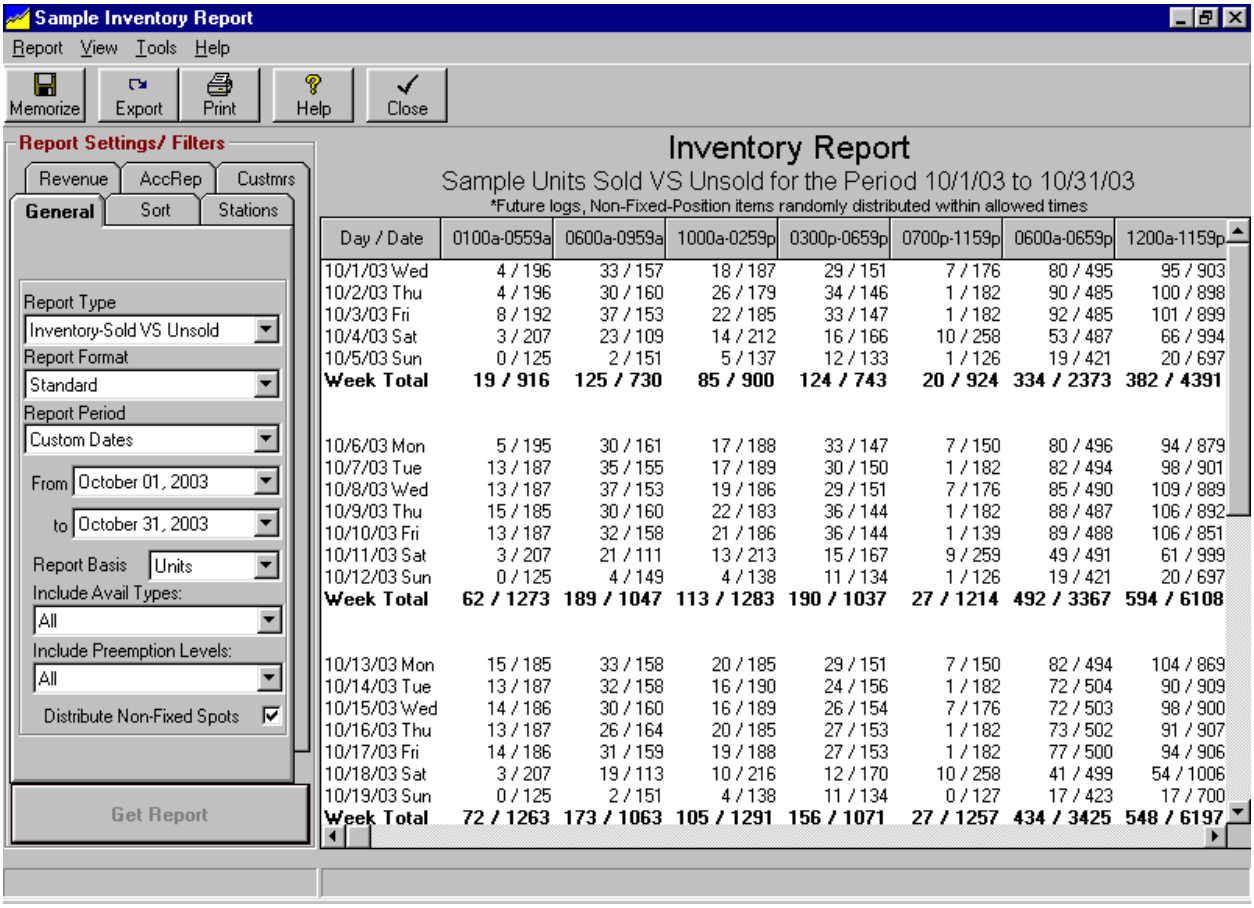
On Sales Projection reports, if you check this box, detail report lines for orders that run but are to be billed at no cost during the projections period will be printed on the report.

9.19 Report Type - Inventory

Report Description

This report screen generates reports showing how much of you broadcast avail inventory is sold and/or unsold based the Log Templates and Orders entered in NL8 as of the date the report is generated. See General Tab - Distribute Non-Fixed Spots for important information regarding these reports and Inventory Report Columns to configure your daypart columns. To get to these reports, from the main NL menu, select **[Reports][Inventory]**.

- On the **General** tab [described below] you can select the main settings for the report.
- Use the **Stations, AcctRep, Revenue, and Custmrs** tabs to perform basic report filtering as described in section 9.02. Also see section 9.03 if you need advanced filtering to handle complex filtering.
- You may customize the report format to select which columns are displayed as [described on the 2nd following page in this section of the manual], the page layout [see section 9.06] to select font, paper margins, and paper orientation, and the report title and subtitle [see section 9.04].



Day / Date	0100a-0559a	0600a-0959a	1000a-0259p	0300p-0659p	0700p-1159p	0600a-0659p	1200a-1159p
10/1/03 Wed	4 / 196	33 / 157	18 / 187	29 / 151	7 / 176	80 / 495	95 / 903
10/2/03 Thu	4 / 196	30 / 160	26 / 179	34 / 146	1 / 182	90 / 485	100 / 898
10/3/03 Fri	8 / 192	37 / 153	22 / 185	33 / 147	1 / 182	92 / 485	101 / 899
10/4/03 Sat	3 / 207	23 / 109	14 / 212	16 / 166	10 / 258	53 / 487	66 / 994
10/5/03 Sun	0 / 125	2 / 151	5 / 137	12 / 133	1 / 126	19 / 421	20 / 697
Week Total	**19 / 916**	**125 / 730**	**85 / 900**	**124 / 743**	**20 / 924**	**334 / 2373**	**382 / 4391**
10/6/03 Mon	5 / 195	30 / 161	17 / 188	33 / 147	7 / 150	80 / 496	94 / 879
10/7/03 Tue	13 / 187	35 / 155	17 / 189	30 / 150	1 / 182	82 / 494	98 / 901
10/8/03 Wed	13 / 187	37 / 153	19 / 186	29 / 151	7 / 176	85 / 490	109 / 889
10/9/03 Thu	15 / 185	30 / 160	22 / 183	36 / 144	1 / 182	88 / 487	106 / 892
10/10/03 Fri	13 / 187	32 / 158	21 / 186	36 / 144	1 / 139	89 / 488	106 / 851
10/11/03 Sat	3 / 207	21 / 111	13 / 213	15 / 167	9 / 259	49 / 491	61 / 999
10/12/03 Sun	0 / 125	4 / 149	4 / 138	11 / 134	1 / 126	19 / 421	20 / 697
Week Total	**62 / 1273**	**189 / 1047**	**113 / 1283**	**190 / 1037**	**27 / 1214**	**492 / 3367**	**594 / 6108**
10/13/03 Mon	15 / 185	33 / 158	20 / 185	29 / 151	7 / 150	82 / 494	104 / 869
10/14/03 Tue	13 / 187	32 / 158	16 / 190	24 / 156	1 / 182	72 / 504	90 / 909
10/15/03 Wed	14 / 186	30 / 160	16 / 189	26 / 154	7 / 176	72 / 503	98 / 900
10/16/03 Thu	13 / 187	26 / 164	20 / 185	27 / 153	1 / 182	73 / 502	91 / 907
10/17/03 Fri	14 / 186	31 / 159	19 / 188	27 / 153	1 / 182	77 / 500	94 / 906
10/18/03 Sat	3 / 207	19 / 113	10 / 216	12 / 170	10 / 258	41 / 499	54 / 1006
10/19/03 Sun	0 / 125	2 / 151	4 / 138	11 / 134	0 / 127	17 / 423	17 / 700
Week Total	**72 / 1263**	**173 / 1063**	**105 / 1291**	**156 / 1071**	**27 / 1257**	**434 / 3425**	**548 / 6197**

The report can show units or minutes; # or %; sold, unsold, sold versus unsold, sold versus total, total, average rate, and total cost as described on the next pages.

General Tab - Report Format

Standard is default but you may also use this dropdown box to select another customized report format you have previously saved. See saving customized report formats and restore default report format in section 9.07.

9.19 Report Type - Inventory (cont)

General Tab - Report Type

The Sales Projection Report screen has these types of reports:

- **Inventory Sold** - Prints a report showing how sold out each selected daypart is for each log. Report columns show # or % of units or minutes sold depending on your selection for Report Basis.

- **Inventory UnSold** - Prints a report showing how much is unsold in each selected daypart is for each log. Report columns show # or % of units or minutes sold depending on your selection for Report Basis.

- **Inventory Total** - Prints a report showing total avails on your Log Template in each selected daypart for each log. Report columns show # of units or minutes depending on your selection for Report Basis.

- **Inventory Sold vs UnSold** - Prints a report showing both sold and unsold avails in each selected daypart for each log. Report columns show % or # of units or minutes sold and unsold depending on your selection for Report Basis.

- **Inventory Sold vs Total** - Prints a report showing both sold and total Log Template avails in each selected daypart for each log. Report columns show % or # of units or minutes sold and unsold depending on your selection for Report Basis.

- **Inventory Avg Rate** - Prints a report showing the average rate for all items logged in each selected daypart for each log.

- **Inventory Total Cost** - Prints a report showing the total valuew logged of all items logged in each selected daypart for each log.

General Tab - Report Basis

- **Units** # of commercial units or avails on Log Template
- **% Units** % of total avails on Log Template
- **Minutes** Minutes of commercial spots or avails on Log template
- **% Minutes** % of total available minutes on Log Template

General Tab - Include Avail Types

You can restrict the report to include only specific avail types such as sponsorships.

General Tab - Include Preemption Levels

You can restrict the report to include only Order-Lines with a preemption level superior to a specified level. This is sometimes helpful to see the loading without the lower priority items like station promos, trades, etc. to which you can assign an inferior preemption level and exclude from this report.

Continued on next page

9.19 Report Type - Inventory (cont)

General Tab - Distribute Non-Fixed Spots

Because NL8 is a dynamic scheduler, the exact log positions of spots with wide time windows are not set until the final log is generated. New orders may cause some of these spots to be moved to another time within their time window. This can cause a problem for Inventory Reports.

Inventory Report Example

Assume you have a spot to ordered to run 6AM-7PM. Assume you have your Inventory Report daypart columns set up as 6-10A, 10-3P, 3-7P, 7P-12MID, and 6A-7P. In this case NL8 must count the spot as running in the 6A-7P daypart but should it also count it as running in any of the 6-10A, 10A-3P, or 3-7P columns?

You select how you want NL8 to handle these wide-time-window spots when generating the Inventory Report.

- **Distribute Non-Fixed Spots IS checked** NL8 will pick an approximate time for a wide-time-window spot and include it in any daypart columns in which the assumed time falls. This means a proportional share of wide-time-window spots are included in the daypart column because we know at least some will be run in that daypart [even though they could be moved out to another daypart column within the spot time window]. In the example above, NL8 would randomly select one of the 3 narrower dayparts [6-10A, 10A-3P, or 3-7P] to count the spot in addition to the 6A-7P column. This method gives better results if you want to know the overall expected inventory usage levels you will see after the final log is generated.

- **Distribute Non-Fixed Spots IS NOT checked** NL8 will include in a daypart column only those items that must be logged within that daypart column. Any items with a wide time window could be moved out of that daypart column so the avail slots within the narrower daypart are technically still available to be sold. In the example above, NL8 would not count the spot in any of the 3 narrower dayparts [6-10A, 10A-3P, or 3-7P] but would count the spot in the 6A-7P column in which it must run. This method gives better results if you want to know the amount of non-movable spots already sold within a specific daypart in cases in which a new order may be placed for a number of spots in a particular daypart. This method is also useful when running a report for sponsorship avails using specific avail types.

Inventory Report Columns

You can change the report daypart columns with the Inventory Report screen displayed using the **[Report][Customize Report Format][Columns]** menu choice on the report screen. You can set specific start and end times or select time classes.